



JOB DESCRIPTION

TITLE: Pre Op/PACU Nurse (Staff Nurse II/III)
DEPARTMENT: Surgery
REPORTS TO: PACU Lead or FCSC OP Manager
FLSA: Non-Exempt

SUMMARY OF JOB:

The Registered Nurse is responsible for the ongoing assessment, health and well-being of patients assigned to their care. Utilizes critical thinking and decision making skills to supervise nursing staff (Nurse Aides, Tele Techs, Students, etc.) on his or her shift. The Registered Nurse provides critical care assessment, intervention and evaluation of patients while offering emotional support to both patients and families by performing the following duties in accordance with Community Hospital policies and procedures. The Registered Nurse works under the supervision of the Director of Surgical Services or House Supervisor during their assigned shift, as related to their scope of responsibility. The Registered Nurse acts as Charge Nurse, when appropriate.

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 American Society of Peri-anesthesia Nurses (ASPAN) standards
 - d. Explaining procedures/treatment/discharge to patient and family members to allay apprehension and to verify understanding of procedure/discharge
 - 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 for patient care
 - h. Providing for the emotional/physical comfort and safety of patients and visitors
 - i. Responding to life saving situations based upon nursing standards, policies, procedures and protocols
 - j. Collaborating with perioperative team, anesthesiologist and surgeon for continuum of patient care and discharge

- k. Providing individualized discharge education and teaching as appropriate
2. The documentation of patient information will be completed by:
 - a. Documenting patient assessment in the electronic patient record, and nursing care plan
 - b. Ensuring that timely, accurate and complete supply charges are documented
 - c. Giving a patient report for transfer of care that includes assessment, safety issues including allergies, alerts (falls, isolations, history) on the perioperative patient transfer sheet, or SBAR (if applicable)
3. Medication administration will be completed by:
 - a. Administering prescribed medications in accordance with approved methods and techniques
 - b. Accurately labeling all medications
 - c. Completing medication reconciliation/charges
4. The patient will be assessed by:
 - a. Preparing Pre-OP/PACU – I and II for needed supplies and equipment
 - b. Maintaining awareness of patient’s safety needs at all times
 - c. Continuously maintaining focus on patient’s condition during Perioperative phases
 - d. Assisting with patient’s transfer of care from the OR
 - e. Following up with patient phone calls following discharge
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
 - e. Demonstrating clinical expertise and contributes to the advancement of professional perioperative nursing practices by communicating current research and trends related to a specialty
 - f. Expanding clinical expertise through appropriate education
6. For surgical staff working at Community Hospital, you are required to take call as assigned.

Education and promotion of Evidenced Based Practice

- Implement and evaluate clinical education programs and in-services for nurses.
- Develop, implement, and evaluate a unique service orientation program in collaboration with the ICU Manager or Inpatient Services Director.
- Initiate, participate and contribute to the development of clinical knowledge and skills of new and existing nurses.
- Provide clinical support to new and existing nurses.
- Develop and maintain clinical educational resources.
- Identify individual learning needs of nurses in consultation with the ICU Manager or Inpatient Services Director in order to support individual learning plans.
- Perform clinical assessments of nurses and provide certification of competency where required
- Participate in the delivery of formal and informal education..
- Develop, implement and evaluate extended skills programs for nurses in collaboration with the ICU Manager or Inpatient Services Director
- Actively participate in activities that promote the professional development and education of nurses.
- Participate in the development and review of clinical guidelines.

Quality Improvement and Management

- Promote and participate in quality improvement activities and organizational accreditation processes
- Participate in relevant committees, meetings and service activities as required and provide relevant feedback and dissemination of appropriate information
- Participate in critical incident debriefings as required
- Actively pursue opportunities to advance own professional knowledge and skill development.
- Demonstrate a commitment to professional development through membership of professional organizations/associations, including relevant participation in special interest groups.

Act as Charge Nurse, when appropriate.

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:

Bachelor's Degree in nursing (or its equivalent) from accredited Registered Nurse Program with at least two (2) years of Pre-Op/PACU care experience.

CERTIFICATES/LICENSES:

Current, unrestricted licensure as a Registered Nurse in Colorado
Current BLS
ACLS (within 90 days of hire)
PALS (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