



JOB DESCRIPTION

TITLE: RNFA
DEPARTMENT: Operating Room
REPORTS TO: Director of Surgery
FLSA: Non-Exempt

SUMMARY OF JOB:

Be the primary initial point of contact for physicians, staff, and patients while providing administrative support, including phone contact, admission paperwork, ordering of tests and patient scheduling.

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. Fulfills all duties of the Operating Room RN and Surgical Technician job descriptions along with this job description.
2. Complete pre-operative responsibilities by:
 - a. In collaboration with the health team members in the preadmission clinic, RNFA may participate in preoperative assessment and planning for selected surgical patients.
3. Completes intra-operative responsibilities by:
 - a. Collaborates with other health team members to develop, coordinate and implement a perioperative plan of care unique to individual patient needs.
 - b. Maintains dignity of the patient while assuming the responsibility of patient advocate.
 - c. Skillfully applies principles of asepsis and infection control.
 - d. Has excellent knowledge of surgical anatomy, physiology and operative technique specific to selected procedures to work in collaboration with the surgeon.
 - e. Recognizes safety hazards and initiates appropriate preventative and/or corrective actions to ensure a safe environment for the patient and surgical team throughout the peri-operative experience.
 - f. Preparation and administration of medications peri-operatively, as directed by the surgeon and anesthesiologist.

- g. Provides exposure through appropriate use of instruments, retractors, suctioning and sponging techniques.
 - h. Handles and dissects tissues in collaboration with the surgeon.
 - i. Clamping blood vessels, coagulating bleeding points, ligating vessels and other procedures in collaboration with the surgeon to achieve hemostasis.
 - j. Sutures muscle, fascia, subcutaneous and skin tissue in collaboration with the surgeon.
 - k. Places drains as surgically indicated.
 - l. Assists with graft preparation
 - m. Evaluates the outcomes of nursing care and ensures continuity of care by communicating pertinent patient information to CH SS staff.
 - n. Fills the role of Circulator and Surgical Tech as needed to fill the needs of the department
4. Complete post-operative responsibilities by:
- a. In collaboration with the interdisciplinary team may follow selected surgery patients postoperatively to evaluate the outcomes of peri-operative nursing care e.g. positioning, wound healing surveillance etc.
5. 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:

Licensed as a Registered Nurse in Colorado. Graduate of a recognized RNFA program. Certified in peri-operative nursing – CNOR

CERTIFICATES/LICENSES:

Current BLS
ACLS within 6 months 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