

JOB DESCRIPTION

Title: Endoscopy Circulating RN	FLSA Status: Hourly
Position Reports To: GI Supervisor	Reviewed Date: 03/01/2019
Department: GI	
<p><u>Our Mission:</u></p> <ul style="list-style-type: none"> <i>To create a safe physical environment prior to, during and following scheduled surgical procedures.</i> <i>To create an atmosphere of compassion and understanding conducive to favorable patient care; and to provide an opportunity to the medical staff and Center employees for personal growth and collective success.</i> <i>To function at a high level of professional proficiency; minimize the disruption of normal family life for patients; and to remain a convenient alternative to both patients and physicians.</i> <i>To assist the physicians in accomplishment of a plan of diagnostic and surgical treatment with application to the individual needs of the patient while also recognizing their right to privacy.</i> <i>To promote knowledge and skills of the Center's staff and to organizationally remain abreast of technical and scientific progress in the delivery of outpatient surgical care.</i> <i>To interpret, implement and uphold the policies, rules and regulations of the Governing Body and the Medical Staff.</i> <p><u>Our Vision:</u> <i>The vision of the Center is to be recognized by patients, their families, payors, employers, physicians and staff as being a high quality, efficient provider of outpatient surgical services; exemplified by achieving excellence in patient satisfaction.</i></p> <p><u>Our Values:</u></p> <ul style="list-style-type: none"> <u>Service</u>-High quality care will be provided to all patients regardless of race, color, national origin, age, sex or disability (except as medically required). <u>Integrity</u>-The highest principles of ethical and professional conduct will be practiced. All relationships, including patient/family, other caregivers, and the community will be moral, honest, and fair. <u>Compassion</u>-An atmosphere will be provided which strives for sensitive, humane and respectful relationships with everyone for whom care is delivered and with whom the Center works and collaborates. Patients' rights and dignity, and staff values will be honored. <u>Integration</u>-Effective collaboration and communication among medical staff, administration, patients and families contributes to quality patient care and organizational performance. Incorporation and coordination of all areas enhances the potential and advances the services the Center can provide. <u>Efficiency</u>-The organization will operate effectively as measured by a comparison of patient outcomes and cost, and charges for services that are fair and competitive. <p><u>The Employee Promise:</u></p>	

As an employee, I am committed to doing my part to fulfill the mission, vision, and values of the Surgery Center of Decatur. I will provide my patients, guests, coworkers, physicians, and customers with the highest quality of service and ensure their needs are met with the utmost courtesy and respect. This commitment must be reflected in my behavior.

Job Summary:

Responsible for the planning, executing, direction and evaluating direct and indirect nursing care given to the endoscopy patient. This nursing care ranges from pre procedure intervention to post procedure evaluation. It is practice designed to meet patient's needs through the nursing process, ensuring continuity of care during the Endoscopy experience.

Demonstrates through behavior the Surgery Center of Decatur's mission, vision and values.

Minimum Knowledge, Skills, Experience Required:

- **Education:** Education: currently licensed to practice professional nursing in the state of Alabama and be familiar with the basic nursing performance standards as outlined in the Alabama Nurse Practice Act.
- Graduate of an accredited school of nursing.
- Certified in BCLS, ACLS and Moderate Sedation.
- Knowledge of Patient's rights.
- Knowledge of Facility and nursing policies and procedures, and the functions of other departments in the facility.
- Knowledge of varies procedures in the Endoscopy Lab, Colonoscopy, Esophagogastroduodenoscopy, Percutaneous Gastrostomy Tube Placements.
- Knowledge and experience in the pre procedure care of the Endoscopy patient.
- Knowledge of special equipment used in the Endoscopy Lab.
- Knowledge and training in Moderate Sedation and Monitored Anesthesia Care in the Endoscopy Lab and their effects on the Patient.
- Evidence of continuing education in the field of Endoscopy with yearly competency evaluations.

Experience: None

Key Responsibilities / Essential Functions

1. Supervises and directs patient care in an individual Endoscopy Room.
2. Ensures proper identification and procedure with each patient and compares with consent and pre admission testing orders. Explains procedure to patient and/or family members. In pre-op area assess patient's physical needs, and alleviate patient anxiety, check chart for proper documentation.
3. Supervises other personnel in the room and directs and assists as necessary. Reports any unusual occurrences, documents appropriately in the patient record and completes Facility incident forms if indicated.
4. Performs all circulating duties with efficiency and speed. Performs scrub duties as necessary.
5. Checks to make sure that Endoscopy procedure room is set up for appropriate procedure and that everything needed is available and equipment is working properly
6. Maintain "TIME OUT" in Endoscopy Lab with Physician and staff.
7. Positions patient relevant to procedure being performed.
8. Connects patients to appropriate monitors for conscious sedation. Identifies and records patient's response to medications when necessary. Ensures that all medications are administered and charted according to established policy.
9. Apply electrosurgical return electrodes according to the physician's preference and policy and procedure. Assess patient skin prior to placing bovie pad and removing bovie pad.
10. Promptly reports and records and medication/or procedure errors. Maintains records of procedure and reports any unusual occurrences.
11. Accompanies patient to Pre-OP/PACU and reports to receiving nurse.
12. Ensures a clean and safe environment through continued alertness to safety, aseptic technique and traffic control in the Endoscopy Lab.
13. Maintains continuing education regarding the Endoscopy Lab and assist with orientation of new personnel. Adheres to use of PPI in the Endoscopy Lab.
14. Cares for specimens and cultures according to lab specifications. Goes over each lab specimen with the Endoscopy Scrub tech at the end of each procedure to assure specimens are there and labeled correctly.
15. Knowledgeable in cleaning and reprocessing of Endoscopy equipment
16. Responsible for checking supplies and replenishing as needed. Checks for expired dates on all supplies and drugs. Checks blue bell cart in each procedure room for emergency and reversal drugs.
17. Checks emergency airway supplies in each room including ambu-bag

Accountability and Adaptability:

- Assumes accountability and responsibility for his or her own work performance and those under his or her supervision.
- Recognize the importance of team work.
- Observes assigned work schedules and hours.
- Performs competently in new situations.
- Participates in collection of data regarding infection control studies.
- Maintains good rapport with fellow employees and physicians.
- Performs duties in a professional and pleasant manner.

Physical Functions			
Below are the physical activities that are performed during the normal workday. It should be noted that this information is not inclusive of all job tasks. These functions are the minimum physical abilities required to perform this position.			
Physical Requirements	Occasionally 6 to 33%	Frequently 34 to 66%	Constantly 67 to 100%
Walking			x
Sitting	x		
Standing			x
Stooping		X	
Bending		X	
Kneeling		X	
Crouching		X	
Twisting		X	
Climbing Stairs			
Climbing (Ladder/Scaffolding)			
Crawling	x		
Stretching/Reaching		X	
Pushing/Pulling		x	
Hearing			X
Seeing			X
Speaking			X
Hand-finger Dexterity			x
Lifting/Carrying up to:			
<input type="checkbox"/> 20 lbs.		x	
<input type="checkbox"/> 30 lbs.	x		
<input type="checkbox"/> 40 lbs.			
<input type="checkbox"/> 50 lbs.			
<input type="checkbox"/> 75 lbs.			
<input type="checkbox"/> 100 lbs.			
<input type="checkbox"/> >100 lbs.			
Exposure to blood borne pathogens			x
Exposure to dust	X		
Exposure to fumes	X		
Exposure to noise	X		
Exposure to chemicals	x		
Other:			

Employee Signature: _____ Date: _____