

JOB DESCRIPTION

Title: Pre-op/Post-op RN	FLSA Status:
Position Reports To: Pre-op/Post-op Nurse Manager	Review Date: 09/01/2016
Department:	
<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> <i>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</i></p>	

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 preparation and management of patients undergoing operative and/or other invasive procedures. Provides continuity of care throughout the postoperative period by utilizing the nursing process; including physical and psychological preparation.

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

Minimum Knowledge, Skills, Experience Required:

Education:

- **Licensed to practice professional nursing in the state of Alabama; maintaining standards as outlined in the Alabama nurse practice act.**
- **Certification in BCLS, ACLS, PALS, and Moderate Sedation**
- **Knowledge of patient rights**
- **Knowledge of facility nursing policy and procedures and the functions of the department within the facility**
- **Knowledge of the fire and safety regulations, electrical hazards, disaster plans and infection control policies**
- **Knowledge of specialized equipment used in the pre-op and post-op areas**
- **Knowledge of anesthetic agents and their usage and effect on the surgical patient**

Experience:

- **Preferred 2 years experience in med-surg nursing or related area**

Key Responsibilities / Essential Functions

1. Coordinates care with patient by verifying proper identification, correct procedure and obtaining informed consent
2. Completes physician's orders, pre-op documentation, including initiation of post-op instructions.
3. Ensures medications are administered and documented according to policy and procedure
4. Maintains awareness of patients need for pain management by utilizing assessment skills, pain scale, and appropriate interventions with documentation followed by evaluation of outcome per policy
5. Communicates effectively with team members by being approachable, responsive, clarifying requests, and responds clearly and in a timely manner
6. Provides age specific care to ages 6 months and above
7. Continuously aware and recognizes guidelines for infection control
8. Understands and participates in daily operations including: daily surgery schedule and log book, narcotic inventory, restocking, housekeeping, chart reviews for completeness, and other duties as assigned by supervisor
9. Provides direct patient care utilizing assessment skills, monitoring vital signs, and patient response per policy; notifies anesthesiologist or physician of any abnormal changes noted
10. Understands discharge criteria; Provides discharge instructions and education based on individual needs and procedure performed; Transfers patient with appropriate documents and informs appropriate hospital personnel of transfer
11. Takes personal responsibility to ensure a safe working environment
12. Maintains a cost conscious attitude to time usage, materials and supplies
13. Considers options, able to solve and recognize problems, makes sound and informed decisions
14. Maintains a neat and professional attire
15. Consistently prepared, able to recognize a task and perform it in a timely manner, and contributes ideas
16. Treats everyone with respect, positive attitude and maintains a good attendance while being flexible for varied schedule changes

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	x		
Climbing (Ladder/Scaffolding)	x		
Crawling	x		
Stretching/Reaching		x	
Pushing/Pulling			x
Hearing			x
Seeing			x
Speaking			x
Hand-finger Dexterity			x
Lifting/Carrying up to:			
() 20 lbs.		x	
() 30 lbs.		x	
() 40 lbs.		x	
() 50 lbs.		x	
() 75 lbs.	x		
() 100 lbs.			
() >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: _____