

JOB DESCRIPTION

Title: Operating Room RN Circulator	FLSA Status: Hourly
Position Reports To: OR Supervisor	Reviewed Date: 03/01/2019
Department: OR	
<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: Circulating RN

Responsible for the planning, executing, direction and evaluating direct and indirect nursing care given to the surgical patient. This nursing care ranges from preoperative intervention onto postoperative evaluation. It is a practice designed to meet a patient's needs through the nursing process, ensuring continuity of care during the surgical 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.
- Certification 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 within the facility.
- Knowledge of Facility fire and safety regulations, electrical hazards, disaster plans and infection control policies.
- Knowledge of various procedures including Ortho, General, ENT, Urology, Ophthalmology, Pain management and Gynecology.
- Knowledge and experience in the perioperative care of the surgical patient.
- Knowledge of specialized equipment used in the operating room.
- Knowledge of anesthetic agents and their usage and effect on the surgical patient.

Evidence of continuing education in the field of OR nursing

Experience: None Required

Key Responsibilities / Essential Functions

1. Supervises and directs patient care in an individual operating room.
2. Ensures proper identification and procedure with each patient. Assures physician marking if necessary prior to entering the OR.
3. Ensures that proper techniques and practices are used according to accepted standards of practice. Accountable for accuracy and documentation of sponge, needle and instrument counts.
4. Supervises other personnel in the room and directs or assist as necessary. Reports any unusual occurrences, documents appropriately in the patient record and completes Facility incident forms if indicated.
5. Performs all circulating duties with efficiency and speed. Performs scrub duties as necessary.
6. Maintain “TIME OUT” policy in the OR with the physician and staff.
7. Supervises and assist scrub nurse as necessary.
8. Opens all sterile packs and supplies according to aseptic technique.
9. Has all supplies and equipment in room and provides to team as necessary.
10. Checks equipment and makes sure all is in working order.
11. Reviews surgeon’s preference cards for desired supplies and medication and verifies with physician.
12. Positions patient and prepares operative area according to proper standards.
13. Identifies and records patient’s response to medication when necessary. Ensures all medications are administered and charted according to established policies and procedures.
14. Promptly reports any medication /procedure errors. Maintains records of procedure and reports any unusual occurrences.
15. Reviews patient’s chart for completeness, relevant history, lab results, and individual patient needs.
16. Knowledgeable in cleaning and sterilization of instruments.
17. Responsible for replenishing supplies and checking dates.
18. Continuously aware and recognizes guidelines with infection control.
19. Cares for specimens and cultures according to lab specifications.
20. Provides orderly progression of schedule. Accompanies patient to PACU/POST OP and reports to receiving nurse.

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.
- Maintain 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:			
() 20 lbs.		X	
() 30 lbs.		X	
() 40 lbs.		X	
() 50 lbs.		x	
() 75 lbs.			
() 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: _____