



Wallowa County Health Care District

JOB TITLE: Surgical Services RN

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Surgical Services

DATE: February, 2021

REPORTS TO: Surgical Services Director

APPROVED BY: Chief Nursing Officer

JOB SUMMARY:

Provides direct patient care to neonate through geriatric patient populations. Addresses the psychosocial, physical and general aspects of care related to the surgical, endoscopy, pre-operative and PACU environment. Communicates with surgeon and anesthesiologist continuously and as needed regarding patient condition. Assists with the maintenance of surgical services equipment and inventory. Participates in performance improvement activities. Assesses operating room, pre-operative, PACU and endoscopy room for equipment functioning and readiness, obtains supplies for individual cases and ensures all appropriate needs of surgical operating team are met. Monitors, positions and assists patient during procedure. The RN will prepare and educate patients for the surgical experience, provide intensive care to patients as they awaken from anesthesia, monitor and support safe transition from anesthetized state to responsiveness and prepares patients for discharge from PACU unit. The RN will admit patients for surgical procedures, assist with surgery scheduling, and may administer moderate sedation to patients for minor procedures and coordinate pre-op visits with patients. Communicates the mission, ethics and goals of the hospital, as well as the focus statement of the department.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to act quickly and make professional decisions in urgent and emergent situations.
- Ability to perform safely and effectively in a quickly changing environment.
- Advanced clinical and communicative skills
- Approaches patient in a kind, gentle and friendly manner.
- Responds to patient's inappropriate behavior in a therapeutic manner.
- Takes appropriate actions and documents in response to manifested anxiety or distress. Requests Social Service/Pastoral Care, as appropriate.
- Gives patient explanations and verbal reassurances consistently.
- Adapts nursing procedures to meet the needs for treatment of individual neonate, pediatric, adolescent, adult and geriatric patients.
- Identifies physical symptoms and changes and takes appropriate actions in a timely manner.
- Demonstrates ability to assess cardio respiratory systems for changes in pediatric to geriatric patients and is able to treat appropriately.
- Ability to adequately assess and reassess pain. Utilizes appropriate pain management techniques. Educates the patient and family regarding pain management.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Ensure that the patient has a clear understanding of the things they are responsible for in managing their health when leaving the hospital.



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- Demonstrates knowledge of the principles of growth and development over the life span and the skills necessary to provide age appropriate care to the patient population served. Able to interpret data about the patient's status in order to identify each patient's age specific needs and provide care needed by the patient group.
- Directs and assists in maintenance and handling of special equipment and instruments.
- Observes behavioral and physiologic changes due to medications, takes appropriate actions and documents.
- Adjusts expectations of patient behavior and acts according to the effect medication has on patient.
- Positions patients safely; pads and protects bony prominences.
- Preps and drapes patients correctly for all procedures.
- Carries out medical and surgical asepsis during all procedures.
- Treats patients and their families with respect and dignity. Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of patients and their families.
- Demonstrates competence in preparing and cleaning of OR suites before and between cases and after terminal case, based on patient's infection class.
- Carries out established techniques for safe administration of medications and parenteral fluids, as per hospital policies and procedures.
- Coordinates and supervises patient care; provides patient and family with teaching/education, as necessary.
- Demonstrates knowledge of anesthetic drugs, actions and side effects.
- Follows the six medication rights and reduces the potential for medication errors.
- Protects patient's sensitivities and right to privacy.
- Demonstrates knowledge of central lines, spinal and epidural catheters and how to document appropriately.
- Is able to open sterile supplies and set up for procedure.
- Demonstrates thorough knowledge of location, care and operation of all surgical equipment.
- Accurately records, handles and labels specimens; demonstrates care of specimens.
- Ensures Pre-Op Checklist is complete (H&P present, informed consent signed, test results present, etc.) before patient is taken into surgical suite.
- Is consistently ready and prepared for assigned cases and has patient in the surgical suite at appropriate times.
- Appropriately responds to the patient in an emergency or physically distressful situation.
- Assessment and reassessment of the patient is clearly and concisely communicated in charting. Documentation meets current standards, policies and procedures and is completed within shift.
- Effectively communicates with the physician in accounting for all sponges, needles and instruments during and after the procedure and documents in the appropriate area.
- Communicates Lab/Imaging Services reports to the surgeon during the procedure.
- Gives thorough report of patient's intraoperative condition to PACU nurse.
- Establishes and maintains effective communication and good working relationships with coworkers for the patient's benefit.
- Reports changes of any type to surgery staff and reports changes to departments affected by the changes.
- Demonstrates thorough knowledge of instrument processing, sterilization and biological monitoring. Actively participates in instrument processing, as schedule allows.
- Makes decisions reflecting knowledge of dysrhythmias, followed by appropriate treatment.
- Is able to perform all duties of circulating and scrub nurses.
- Cleans and prepares rooms between procedures and after last case; restocking supplies, when necessary. Controls traffic to avoid infection.
- Actively participates in scheduling cases for department.
- May function as a circulating RN, Scrub RN, Pre-op RN or PACU RN.
- Assists Nurse Manager with the following:
 - Develops, revises and implements Surgical Services Department policies and procedures.
 - Provides orientation for new staff members.
 - Plans, controls, directs, and coordinates administrative duties to ensure the functioning of the department and staff



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- Provides and facilitates in-services.
- Supervision of scrub tech and central supply/sterile processing technician.
- Verifies availability of all supplies required for correct operation of the department. Obtains supplies for PAR levels.
- Assists surgeons in operations through provision of qualified staff; formulates schedule which provides staff available for all procedures.
- Assigns personnel; delegates specific duties and tasks.
- Supervises cleanliness of equipment and supplies to ensure good working conditions.
- Utilizes initiative; strives to maintain steady level of productivity; self-motivated; manages activity and time; does not waste time.
- Completes treatments as ordered or within on (1) hour, if appropriate.
- Demonstrates ability to assess cardio-respiratory systems for changes and provides appropriate treatment.
- Observes behavioral and physiological changes due to medications, takes appropriate actions and documents.
- Adjusts and acts upon expectations of patients' behavior, according to the effect medication has on patient.
- Demonstrates ability to provide specific care to postoperative neonate, pediatric, adolescent, adult and geriatric patients.
- Demonstrates knowledge of anesthetic drugs, actions and side effects.
- Demonstrates ability to make independent and intelligent nursing decisions in the care of the PACU patients.
- Demonstrates ability to adequately assess and reassess pain. Utilizes appropriate pain management techniques. Educates the patient and family regarding pain management.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Closely observes patient with minimal disturbance.
- Communicates effectively and thoroughly the patient's condition upon transfer from PACU to the receiving patient care unit Registered Nurse.
- Notifies physician of any abnormal lab/test results.
- Establishes and maintains effective communication and good working relationships with co-workers for patient's benefit.
- Maintains regulatory agency requirements, hospital and nursing policies, procedures and standards. Counts narcotics with another Nurse, per policies and procedures.
- Completes specially assigned duties consistently and as schedule allows.
- Utilizes initiative; strives to maintain steady level of productivity; self-motivated. Organizes and manages activities reflecting due consideration for the needs of the department and staff.
- Prepares patients for surgery by providing pre-operative and post-operative instruction and education.
- Checks accuracy of admissions paperwork and ensures chart is complete by scheduled surgery day.

PROFESSIONAL REQUIREMENTS:

- Adheres to dress code, appearance is neat and clean.
- Completes annual education requirements.
- Maintains regulatory requirements.
- Maintains patient confidentiality at all times.
- Reports to work on time and as scheduled, completes work within designated time.
- Wears identification while on duty.
- Completes in-services and returns in a timely fashion.

QUALIFICATIONS & EXPERIENCE:

- Oregon Registered Nurse Licensure
- Current CPR, ACLS



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- PALS Preferred
- Completion of Peri-Op 101 preferred
- Basic computer knowledge

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that 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. The noise level in the work environment is usually moderate.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.



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I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

Employee Signature

Date

ADA – MENTAL ACTIVITY REQUIREMENTS

Position Being Accessed: SURGICAL SERVICES RN Date Form Completed: 03/20/2017

Form Completed By: JEFF DEVORE Title: SURGICAL SERVICES DIRECTOR

Check the applicable mental demands listed. Consider the level of complexity as well as the frequency of the demand of how often each is done during an average work day (if never, leave box blank).

How often (frequently) does the demand occur: Regularly (R) up to 33%, Frequently (F) from 33-66%, or Continuously (C) 66%+.

Interpersonal Interactions – Frequency C 66%+

- Simple – such as basic information exchange, etc.
- Moderate – such as providing work direction or instructions (usually one-on-one), etc.
- Complex – such as coaching, negotiating, selling, making group presentations, etc.

Supervision – Frequency R Up to 33%

- Simple – provides basic work direction and support to small groups (up to 15) of usually skilled and semi-skilled employees.
- Moderate – has limited supervisory responsibility for small to medium groups (up to 15) of usually skilled and semi-skilled employees.
- Complex – has full supervisory responsibility for medium to large groups (16 or more) of usually skilled and highly skilled employees.

Problem-Solving – Frequency C 66%+

- Simple – under general supervision, solves problems for self. Complex problems are referred to supervisor.
- Moderate – under limited supervision, anticipates and solves problems for self, and other lower level/same level employees within and outside own department.
- Complex – with little/no supervision or direction, anticipates and solves problems for self and others at all levels of the organization.

Analyzing/Evaluation – Frequency R Up to 33%

- Simple – under direction, examines basic information and/or situations and prepares summaries or draws conclusions for evaluation by others.
- Moderate – under general direction, examines moderately complex information and/or situations and prepares summary, including recommendation for review by others.
- Complex – independently examines complex information and/or situations, evaluates potential impact, options, and makes recommendations.

Decision-Making – Frequency F from 33-66%

- Simple – majority of decisions are made utilizing established policies and procedures, and concern self and/or work responsibilities only.
- Moderate – most decisions are made within company policy constraints, and some latitude exists. Decisions may impact others or the organization
- Complex – decisions are guided by precedent and interpretation of applicable laws, etc. Decisions have a significant impact on others and the organizations.

Equipment Operation – Frequency C 66%+

- Simple – operates simple equipment such as telephone, copy machine, simple hand tools, facsimile machine.
- Moderate – operates somewhat complex equipment, often requiring education/training, including computer hardware/software, switchboard, and pallet jack/forklift.
- Complex – operates complex equipment/machinery requiring extensive training and in-depth understanding of various applications, etc.

Discretion/Confidentiality – Frequency C 66%+

- Simple – work responsibilities seldom concern confidential and/or sensitive information.
- Moderate – work responsibilities occasionally concern confidential and/or sensitive information requiring the use of discretion.
- Complex – work responsibilities frequently concern confidential and/or sensitive information requiring the use of discretion at all times.

Math Skills – Frequency C 66%+

- Simple – ability to perform basic math computations including addition, subtraction, multiplication, and division.
- Moderate – ability to calculate percentages, work with fractional numbers, and perform simple algebra.
- Complex – ability to perform extrapolation and analysis, using advanced math calculations.

Teamwork – Frequency C 66%+

- Simple – majority of work is performed independently, seldom requiring the use of teamwork or cooperation.
- Moderate – teamwork and cooperation are required approximately 50% of the time in order to successfully complete job duties.
- Complex - teamwork and cooperation are essential to the successful completion of own and others job duties.

Read/Write/Speak English – Frequency C 66%+

- Simple – ability to understand and follow basic verbal instructions and respond understandably.
- Moderate – ability to understand and follow somewhat complex verbal and written instructions. Ability to communicate effectively with others, both verbally and in writing.
- Complex – ability to perform complex verbal and written communication face-to-face and in group settings.

Creativity – Frequency F from 33-66%

- Simple – job duties are regular and recurring and seldom require conceptualizing, planning or implementing.
- Moderate – job duties are somewhat varied, occasionally requiring conceptualizing, planning and implementing.
- Complex – job duties are widely diverse, and frequently require conceptualizing, planning and implementing.

Task Handling – Frequency F from 33-66%

- Simple – job duties are repetitive and recurring and focus on a single task, seldom requiring attention to other areas/duties.
- Moderate – job duties tend to be recurring, but occasionally require attention to and/or coordination of concurrent job duties.
- Complex – job duties are widely varied, and frequently require attention to and/or coordination of concurrent job duties.

ADA – PHYSICAL ACTIVITY REQUIREMENTS

Position Assessed: SURGICAL SERVICES RN Date Completed: 03/20/2017

Form Completed By: JEFF DEVORE Title: SURGICAL SERVICES DIRECTOR

Check the applicable physical demands listed. Think of the frequency of the demands in terms of how often each is done in a normal 8 hour work day.

PHYSICAL ACTIVITY DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33-66%	CONTINUOUSLY 66 TO 100%
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motions Using Hands/Wrists	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions Using Feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING OR CARRYING DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33 TO 66 %	CONTINUOUSLY 66 TO 100%
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>