

Johnson Memorial Health Services

Job Description

Position: Surgery LPN/RN
Department: Operating Room
Reports To: Perioperative Services Manager
FLSA Status: Hourly/Non-exempt
Days/Hours:
Effective: August 8, 2016

Reviewed/Revised: August 2016

JOB SUMMARY

Responsible for assisting in planning, coordinating and scheduling of OR and Outreach Physicians. Coordinating Outreach clinics, patient charts, answering telephone calls and assisting where needed in Outreach clinic, Wound Clinic, and all Perioperative Services. This position will interact with patients, families, staff physicians and others.

ESSENTIAL FUNCTIONS

- Responsible for maintaining quality of patient care including but not limited to these activities;
 - Perform pre-operative visit, pre-op teaching, documentation of visit, patient medications, allergies, NPO status and pertinent past medical history.
 - Converse with the patient to answer any questions and help relieve anxiety.
 - Thoroughly check the chart for:
 - signature on operative consent
 - correct procedure on operative permit
 - H&P

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledgeable in interpreting operating procedures, equipment and policies.
- Knowledgeable in labeling and preparing forms for clinic and surgery.
- Practices good ethics by not discussing patients or hospital related situations outside the hospital and holds in confidence any information which is not relevant to the therapeutic process.
- Knowledgeable in asepsis and sterile technique.
- Be knowledgeable and able to perform in emergency situations.
- Assists in Outreach clinics.
- Assists and maintains schedule for Outreach clinics.
- Demonstrates knowledge & applies principles of aseptic practice & recognizes the necessity for following established procedures and adapting to new situations as they arise.
- Cooperates as a team member in planning and execution in the care plan that is in the best interest of the patient.
- Addresses and supports cultural practices as long as such practices do not harm others or interfere with the planned course of medical therapy.
- Demonstrates knowledge of instruments and equipment used in the operating room including specialty equipment as it applies to the surgical specialty services being provided at JMHS
- Assists with the OR for scheduled and unscheduled procedures. Sets up and cleans up after each case.
- Meets physical job demands requirements.

- Familiar with EMARs and experience with typing.
- Basic knowledge of medical terminology
- Assists with the OR for scheduled and unscheduled procedures. Sets up and cleans up after each case as needed.
- Demonstrates knowledge of the principles of growth and development over the life span and skills necessary to provide care appropriately to the age of the patients being served. He/she shall be able to interpret data about the patient's status in order to identify each patient's age specific needs and provide the care needed by the patient group.
- Acts as courier for OR, Lab, Nursing, X-ray, as needed and available.
- Assists with opening sterile supplies before surgery and as needed during surgery.
- Counts sponges, needles, and instruments with scrub tech in appropriate manner.
- Assists in transporting patient before and after surgery.
- Assume responsibility for maintaining professional knowledge in this specialty by attending in-services and staff meetings.
- Provides direct perioperative care as needed.

Responsibilities:

1. Scheduling Outreach clinics and surgeries.
2. Answering phones and completing communication tasks from the EMAR
3. Knowledge to anticipate/provide instruments, sutures, and supplies needed by surgeon & assistant
4. Implementing procedures that contribute to patient safety, i.e., surgical counts, thermoregulation.
5. Proper identification and care of the specimens on the sterile field.
6. Proper identification and use of medications as directed by the surgeon.
7. Maintain knowledge base in all facets of perioperative care. Able to perform and be responsible for taking care of patients in Pre-op, Inter-Op and Post-op.
8. Any other duties as assigned by Perioperative Manager, which are within your licensed scope of practice.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Currently licensed as a registered nurse or licensed practical nurse.
- Has graduated from an accredited school of nursing.
- Current certification in CPR, ACLS or PALS.

SUPERVISORY RESPONSIBILITIES (if applicable):

None

MINIMUM PHYSICAL REQUIREMENTS (if any): (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.)

Note: In terms of an 8 hour workday, "Occasionally" equals 1% to 33%, "Frequently", 34% to 66%, "Continuously", 67% to 100%

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit				X					
Stand				X					
Walk				X					

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop		X			
Squat		X			
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance	X				
Push/Pull (# of lbs. 35)		X			

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		Charts, equipment
11-24 lbs.		X			
25-34 lbs.		X			
35-50 lbs.	X				Unless two people do together
51-74 lbs.	X				Unless two people do together
75-100 lbs.	X				Unless two people do together
Over 100 lbs.	X				Unless two people do together

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand		X		X		X	
Left Hand		X		X		X	
Both Hands		X		X		X	Typing skills required

Does the employee's job require:

Activity	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?	X		Irrigation fluids
Operating moving equipment?	X		Transport carts
Operating vehicles?		X	
Use of tools?	X		Power tools for bone cases
Use of telephone?	X		Communication
Use of keyboard/computer terminal?	X		Charting, chart review, scheduling
Working under time pressure?	X		High stress job due to organizing patient safety
Working rapidly for long periods?		X	
Working alone?	X		1 RN per surgical case usually, scheduling
Close work?	X		Team effort always
Good vision (close/distance/peripheral & depth perc)	X		Watch monitor, dark working conditions
Good color vision?	X		Watch monitor, dark working conditions
Good hearing?	X		Hear surgery needs and monitor tones
Good speaking?	X		Communication with team and patients
Reading?	X		Orders, instructions
Writing?	X		Orders instructions
Simple arithmetic?	X		Medication needs
Mathematics?	X		Medication needs
Weighing and /or measuring?	X		Specimens

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		100%
Outdoors		X	
At a desk or bench	X		50-70%
In a car or truck		X	
In an office	X		50-70%

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		In the OR
Chemicals/respiratory hazards?	X		In the OR, Cleaning supplies
Noise?	X		In the OR, Lithotripsy
Dust, fumes & gases?	X		HLD (High Level Disinfectants)
Extreme heat or cold?		X	
Cramped areas?		X	
Working close to electrical current?	X		Cautery
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
X			X		X

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____