

Job Title:	Surgery Center RN	Job Status:	Non-Exempt
Reports To:	Surgery Center Team Lead/Ambulatory Services Manager	Pay Grade:	
Department:	Surgery Center	Department Code:	1500
Location:	Fresno		

JOB SUMMARY

The RN will be responsible for making pre-op phone calls to patients and review health history, including medications, any allergies, and review specific instructions for what patients need to do prior to surgery. The RN will also assist with pre and post-op nursing duties and circulating in the OR as needed. The RN will report to the Surgery Center Team Lead and/or Ambulatory Services Manager.

ESSENTIAL ACCOUNTABILITIES *(other duties may be assigned)*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- All employees of EYE-Q shall provide exemplary care to our patients, demonstrate respect and dignity toward all members of the EYE-Q community, honor our patients right to privacy, comply with all applicable laws, avoid conflicts of Interest and conduct all business practices with honesty and integrity.
- Adheres to all company policies and procedures.
- Fosters and contributes to a company culture consistent with the organizations value.
- Reliable, consistent attendance is a requirement and essential function of all positions at EYE-Q.
- Perform pre-op calls to patients.
 - Review health history, including medications, any allergies, and review specific instructions for what patient need to do prior to surgery.
- Explains procedures/treatment/discharge to patient and/or family members.
- Follows up with patient phone calls prior to procedure and/or following discharge.
- Performs consistently in a professional, legal, and ethical manner.
- Honors VCSC Patient Rights & Responsibilities; provides for patient confidentiality and privacy.
- Maintains licensing/certification, TB testing requirements, and in-service requirements.
- Knows appropriate actions to take in any facility emergency.
- Performs as a team player; actively participating in meetings, committees as appropriate.
- Follows appropriate communication channels.
- Ensures the appropriate completion of notable case forms and incident reports involving surgery.
- Observes all policies and procedures.
- Has knowledge of MSDS manual.
- Observes universal precautions, uses appropriate personal protective equipment, and properly handles sharps at all times.
- Strives for continuous quality improvement; actively participates in Total Quality Management Plan (TQMP).

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- Performs Quality Improvement studies and plans for the surgery.
- Performs required sanitation duties; reviews surgical suite at opening of facility, assists with between case and surgical suite opening/closing cleaning requirements.
- Responsible for narcotic keys, counts, reordering, and maintaining appropriate documentation regarding the ordering, receipt, and dispensation of narcotics.
- Responsible for refrigerated medications/medical solutions.
- Has knowledge of intra-op medications, responsible for the preparation and dispensing of intraoperative meds as per policy.
- Responsible for medication inventory; review of all medications in unit monthly for outdates. Re-orders medications as necessary.
- Knowledgeable in use and storage of medical gases.
- Responsible for the handling of specimens in surgery.
- Performs administrative duties pertinent to position.
- Completes all surgical documentation requirements.
- Assists in surgery scheduling as needed.
- Assists in completion of OR log as needed.
- Serves as a back-up for holding room nurse upon completion of circulating duties (anesthesia provider may perform this function); assists with post-op phone calls when necessary.
- Responsible for the preparation and updates of surgeon's preference cards.
- Should be able to set up O.R. for any type of procedure, including setting up medications, blocks, instruments, supplies, equipment, and draping.
- Assists in maintaining appropriate inventory of supplies.
- Able to address OR supply needs/restocking.
- Maintain strict aseptic technique.
- Will be able to circulate in OR for any type of procedure, including knowledge of instruments, supplies, equipment, and draping needs; backs-up scrub assist as necessary.
- Responsible for the escort of patient into OR and back to holding room (accompanies anesthesia provider).
- Guide patient flow and care at time of entry to surgery until return to holding room.
- Responsible for verification of patient ID, surgeon/procedure, consent, IOL selection and allergies.
- Communicates with patient and family as appropriate.
- Ensures patient properly positioned for surgery.
- Preps patients as per the surgeon's preference.
- Ensures patient properly connected for intra-op monitoring; ECG pads, B.P. cuff and O2 set up (This may be done by the anesthesia provider).
- Knowledge of sponge/sharp/instrument counts.
- Provide direction to OR technical staff and maintain room flow throughout surgical cases.
- Responsible for ensuring appropriate environmental controls in the Surgical Suite (traffic, temperature, noise, lighting).

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- Actively involved in the supply and handling of IOL's.
- Ensures preparation is complete for the next day's cases.
- Performs functions within constraints of work areas.
- Knowledge of equipment at facility, including care and maintenance.
- Knowledge of instruments used in all procedures, their care and handling, and proper cleaning, wrapping, and sterilization techniques.
- Other duties as assigned.

MINIMUM KNOWLEDGE AND SKILL REQUIREMENTS

KNOWLEDGE OF:

- Advanced knowledge of EMRs.
- Working knowledge of health care laws, regulations, and nursing care methods and procedures.

SKILLS IN:

- Excellent bedside manner and communication skills.
- Possesses exceptional organizational and multi-tasking skills.
- Ability to use or learn computer programs such as Microsoft Excel, internet, e-mail, and NextGen.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EXPERIENCE AND EDUCATION

MINIMUM REQUIRED:

- High school diploma or general education degree (GED).
- Graduation from an accredited school of nursing and current licensure in California with the Board of Registered Nursing.
- One-year general O.R. experience.

PREFERRED:

- Prefer previous ophthalmic/plastic surgery experience.

LICENSES/CERTIFICATIONS

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MINIMUM REQUIRED:

- Current licensure in California with the Board of Registered Nursing required.
- Current CPR and ACLS certifications required.

PREFERRED:

- None

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and talk or hear. The employee frequently is required to walk and reach with hands and arms.

	Occasionally (<25%)	Regularly (25%-50%)	Frequently (>50%)
Sitting	X		
Standing		X	
Walking		X	
Climbing	X		
Reaching	X		
Bending/Twisting	X		
Kneeling/Squatting		X	
Crawling	X		

WEIGHT REQUIREMENTS

	Lifting	Carrying	Pushing/Pulling
< 10 lbs.	O	O	N
11-25 lbs.	O	N	N
26-50 lbs.	N	N	N
51-75 lbs.	N	N	O
> 100 lbs.	N	N	O

(N) Never = 0% of time

(O) Occasionally = less than 25% of time

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(R) Regularly = 25%-50% of time

(F) Frequently = greater than 50% of time

ENVIRONMENTAL CONDITIONS

Significant Exposure to:	Yes/No
Hazardous Equipment	No
Dust	No
Fumes	No
Noise	No
Extreme Heat/Cold	No
Heights	Yes
Chemicals	Yes
Hospital Waste/Sewage	Yes

SPECIAL NEEDS

Motion:	Left/Right/Both/NA
Power Hand Usage	No
Repetitive Hand Motion	Yes
Power Foot Usage	No
Repetitive Foot Motion	Yes

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the position description and have read and understand the contents. I understand this job description is not intended to be an exhaustive list of all duties performed; therefore, its content does not restrict management's right to assign additional duties and responsibilities.

Employee Name (Please Print)

Employee Signature

Date

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