



Registered Nurse- Circulator and Pre/PACU Position Description

Position: Registered Nurse- Circulator and Pre/PACU

Reports to: Director of Surgical Services

Job Classification: Non-Exempt

Direct Reports: N/A

Summary of Responsibilities: Registered professional nurse who, under the immediate supervision of the Director of Surgical Services, is responsible for the safety of the patient while in the preoperative phase and assists with the supervision of nonprofessional personnel in the area. By assessment of the individual patient and procedure, he/she anticipates the needs of the surgical team and provides such services while maintaining an aseptic and safe environment.

Essential Job Functions:

- Coordinates patient care as needed with staff in surgery suite.
- Maintains supplies and equipment for preoperative, PACU and emergency cart(s).
- Provides patient with explanation and verbal reassurance consistently.
- Identifies physical symptoms and changes in the patient and takes action immediately.
- Continually assesses and reassesses pain, providing measures to eliminate pain as ordered or appropriate for patient.
- Must demonstrate attention to detail with chart organization
- Administer medication per standing protocols.
- Identify and communicate change of condition to the appropriate staff.
- Immediately report any unusual occurrences to the Director of Surgical Services and/or Clinical Coordinator.
- Position patient, prepare operative area, and adjust table to proper position according to standard policies.
- Meet current documentation standards and policies.
- Review surgeon preference cards for desired medications and verifies same with surgeon.
- Perform follow-up with physician office and/or patient concerning patient post op status.
- Assist in establishment and maintenance of procedures, policies, and standards.
- Must have working knowledge of sterile techniques (gloving, prep, scrub table, field, dropping items on scrub table, etc.)
- Complete all OR documentation according to company policy
- Proficient in using OR equipment
- Performs all other duties as assigned.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Four-week notice from employee required if resigning from position.

Competencies:

- Exceptional human relations skills
- Ability to create a trustworthy and comfortable environment for patients
- Ability to work with interruptions and to manage multiple priorities
- Maintaining patient confidentiality
- Ability to function as part of a dynamic work team.
- Must demonstrate a positive work attitude, work habits at all times.
- Ability to organize and prioritize time

Attendance Requirement:

- Must be able to work a flexible schedule

Minimum Education Requirements:

- Current Georgia Licensure

- BLS Certification
- ACLS Certification
- PALS Certification

Minimum Background Requirements:

- Minimum of one (1) year experience as preoperative nurse or acute care setting preferred
- Membership and participation in professional organization preferred.

Minimum Demonstrated Skills:

- Proficiency using a photocopier
- Proficiency using a fax machine

Physical Requirements:

- Must be in good mental and physical condition to withstand medium to high levels of stress and demands of a mentally and physically active position.
- Manual dexterity, good eye-hand coordination, adequate vision and hearing needed in daily work.
- Must be able to lift, push, or pull up to 100 pounds
- Sitting 10% of the time.
- Walking 90% of the time.
- Pulling charts 10%
- Bending and stretching pulling 80%
- Medical office environment
- Minimal environmental hazards.

I have reviewed this position description and understand that I am expected to abide by these standards as outlined. I understand that I will be evaluated on these standards during my introductory and annual reviews.

(Print Name - Employee)

(Date)

(Signature - Employee)

(Signature – Supervisor)

(Date)