



## POSITION DESCRIPTION Outpatient Surgery - RN

**POSITION SUMMARY:**

The Outpatient Surgery nurse works collaboratively with the physician and the anesthesia health care providers to determine patient needs undergoing surgical procedures and to assume responsibility for patient care, document and evaluate the effectiveness of nursing actions and ensure a safe environment of care. The Perioperative OPS nurse will be knowledgeable about the scrub and circulation duties performed in the department.

### POSITION DESCRIPTION – Outpatient Surgery RN

#### STANDARD

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

**Patient Rights: Demonstrates knowledge and practice of:**

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

**Certifications**

23. BLS card                      Exp date:
24. ACLS card                    Exp date:

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient’s name and birth date
27. Fall prevention measures
28. Proper positioning of patient for procedure

**STANDARD**

- 29. Verbal orders repeated and verified during procedure
- 30. Prevention of fires in the OR
- 31. Medication safety
  - Safe storage and use of narcotics/paralytics
  - Look alike, sound alike medications
  - Dangerous abbreviations list
  - Check system for infusion pump drug, rate and concentration
  - Conscious/deep sedation monitoring
  - Transferring medication from a nonsterile to sterile field
- 32. Verbal orders/critical test results repeated and verified
- 33. Verification procedure for correct site, patient and procedure
- 34. Bed rail safety/risks of entrapment
- 35. Safe transport of monitored patient
- 36. Sentinel events alert
  - Potassium chloride
  - Wrong site surgery
  - Blood transfusion errors
  - High alert medications
  - Operative and postoperative complications
  - Preventing needle sticks and sharps injuries
  - Nosocomial infections
  - Infant abduction
  - Restraints
  - Medication errors related to dangerous abbreviations
  - Exposure to Creutzfeldt-Jacob Disease

**Department Core Competencies**

- 37. Demonstrate appropriate assessment skills including prioritizing and delegation of patient care activities.
- 38. Recognize and report signs and symptoms of abuse and neglect
- 39. Demonstrates clear knowledge necessary to provide patient care by ensuring all instruments, equipment and supplies are available for procedure.
- 40. Assessment of pain upon admission and through the stay
- 41. Communicate with other members of the health care team regarding the patient's condition during the post procedure period
- 42. Demonstrates correct application for sterilization including use of:
  - Steris
  - Chemical disinfectants
  - Determine proper mode of sterilization for type of item
  - Demonstrate use of chemical indicator
- 43. Specimen handling
  - Protects welfare of patient by accurate labeling and handling of specimen
  - Disposition of all surgical specimens, initial specimen label are entered into Pathology log book
- 45. Demonstrates awareness of appropriate medication use and follows all policies concerning medication administration
- 46. Use of assessment and reassessment of patient's response to medications
- 47. Utilize the nursing process along with AORN standards to ensure all of the patient safety goals are incorporated into the care of the patient
- 48. Demonstrates knowledge of aseptic technique
- 49. Apply principles of asepsis, maintains sterile field technique at the sterile field, assist with terminal care of equipment and supplies after the surgical procedure is completed
- 50. IV Therapy
  - Insertion
  - Aseptic technique
  - Site
  - Dressing
  - Tubing changes
  - Use of pumps
- 56. Identifies emergency situations and institutes corrective actions in a calm and efficient manner
- 57. Maintains organizational skill and manual dexterity in the economy of time, motion and supply utilization in a safe, efficient manner
- 58. Completes documentation in an accurate, timely and legible manner.

| <b>STANDARD</b>  |
|--|
| 59. Completes all appropriate charges on a timely basis  |
| 60. Provides support and comfort to preoperative patients  |
| 61. Demonstrates proficiency in care of patients receiving conscious sedation  |
| 62. Assists physician during procedures; carries out physician orders  |
| <b>Age Specific Competencies</b>   |
| <b>Knowledge</b>   |
| 63. Demonstrate knowledge of growth and development  |
| 64. Criteria to identify victims of abuse and neglect  |
| <b>Skills</b>  |
| 65. Performs age specific nursing assessments  |
| 66. Demonstrate age appropriate communication skills   |
| 67. Demonstrates ability to interpret arrhythmias and initiate age specific responses  |
| 68. Demonstrates ability to assess age specific safety issues and implements appropriate safety devices  |
| 69. Demonstrates ability to interpret patient data and hemodynamic responses and react to changes in the patient's condition   |
| <b>Service Standards</b>   |
| 70. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates An energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs. |
| 71. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.   |
| 72. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.  |
| 73. Gives all customers their full attention and treats them with dignity, respect and understanding.  |
| 74. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.   |
| 75. Safeguards patient confidentiality in all forms of communication.  |
| 76. Works effectively with others toward achieving common goals including morale and teamwork.   |
| 77. Interacts compassionately and in a timely manner with all customers.   |
| <b>Equipment – Demonstrate Safe and Effective Use</b>  |
| 78. Defibrillator  |
| 79. Cardiac monitor  |
| 80. Dynamap  |
| 78. Pulse oximeter   |
| 81. O2 – Medical gases/cannula/mask/flow meter   |
| 82. Computers/printers   |
| 83. Ability to troubleshoot equipment utilized for routine problems  |
| 84. IV pumps   |
| 85. Infusion pumps   |
| 86. Laser  |
| 87. Cyro-analgesia machine   |
| 88. Doppler  |
| 89. Electrosurgical cautery  |

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Outpatient Surgery RN

Department: Nursing/Patient Care Svcs

### EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
  - Degree – RN
- 4 year/Bachelor's Degree
- Post Graduate Degree
  - License/Certification – current RN license in state of practice
  - Knowledge of state, federal, JCAHO regulations

### EXPERIENCE

- One year OR experience
- One year Endoscopy experience
- 

### SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
  - BLS
  - ACLS
  - Computer
  - Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of      on Clerical test
- Minimum typing of      wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

### AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
  - Child/Ped. (1 - 12 yrs)
  - Adolescence (13 - 18 yrs)
  - Adult (19 - 65 yrs)
  - Geriatric (66 + yrs)

### MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

### HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

### PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
  - Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 6 to 8 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 1 to 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all            (0%)**
- 2 - Occasionally      (1 - 33%)**
- 3 - Frequently        (34 - 66%)**
- 4 - Continuously     (67 - 100%)**

- 1 Climbing
- 2 Bending
- 2 Crouching
- 2 Squatting
- 2 Crawling
- 2 Kneeling
- 2 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 3 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 20 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Face Shield
7. Nitrile gloves

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

|                  |   |
|------------------|---|
| SEDENTARY WORK:  | Prolonged periods of sitting and exert up to 10 lbs. force occasionally.                                  |
| LIGHT WORK:      | Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.                                  |
| MEDIUM WORK:     | Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly. |
| HEAVY WORK:      | Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.            |
| VERY HEAVY WORK: | Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.   |

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date