



Registered Nurse- Pre-Operative and Post Anesthesia Care Unit Job Description

Job Title: Registered Nurse- Pre-Operative and Post Anesthesia Care Unit

Reports To: Practice Administrator for Administrative and Clinical issues.

I. Credentialing:

All Beleza Registered Nurses (RN) or Licensed Vocational Nurses (LVN) must be a graduate of an accredited program and successfully pass the state licensing test. It is the responsibility of the RN/LVN to be compliant with all requirements of licensure renewal. Credentialing will include an annual check with the NPDB.

II. General Duties and Responsibilities (Includes but not limited to the following):

- Demonstrates knowledge of the organization's emergency operations plan and the role of the RN in an emergency/disaster situation.
- Knowledge of policies and procedures related to OSHA standards to include but not limited to: infection control, risk management including hazardous communications and environmental safety.
- Demonstrates knowledge of standard precautions, hand hygiene, transmission-based precautions and personal protective equipment.
- Executes and ensures strict HIPAA protocol.
- Enforces policy adherence consistent with ASC guidelines to maintain superb quality assurance and quality improvement.
- RN to practice quality improvement measures according to QI policy:
 - Planning, designing, measuring, assessing, improving new or revised processes of patient care and service.
 - Facilitate a positive patient outcome, while maintaining a safe environment for personnel, patients and visitors.
- RN must establish and maintain a secure knowledge and understanding of ALL forms policies and procedures for Beleza.
- The Pre-Op and PACU Registered Nurse is responsible for assessing, planning, implementing and coordinating patient care from admission to discharge.
- The Registered Nurse is responsible for the achievement of patient outcomes in accordance with the mission, vision, and values of the facility.
- Forms are subject to change and the RN must be current on all changes regarding FORMS AND POLICIES. Such forms include, but not limited to: Informed Consent, Medical History, Physical Exam and Medical Clearance.
- RN should attend clinic meetings including staff education, in-services and required staff meetings.
- Responsible for the successful completion of initial and annual training requirements.
- RN to be responsible to assist with pre-operative and post-operative visits.
- RN must demonstrate ability to review paperwork prior to procedure to ensure current history & physical, current medication history and other required elements are present.
- Sound clinical judgment regarding wound assessment including s/s of infection, bleeding, proper healing, etc. is essential.
- RN to recognize the need to elevate care to Physician.
- RN to maintain an honest relationship with each patient and understand the importance of setting proper limits and expectations for anticipated results.
- RN to remain informed of new products, equipment and techniques for operating room safety and efficiency.
- RN to be BLS and ACLS certified

- RN to demonstrate strong, accurate decision-making capabilities.
- RN to demonstrate competency in the knowledge of the delivery of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Demonstrates the knowledge of proper identification and reporting of medical/health care errors.
- RN to protect the patient in the event of a medical/health care error and, as appropriate, assists in medical/health care error resolution.
- RN may be responsible to assist RN with opening and closing duties.
- RN to be responsible to complete special projects as assigned.
- RN to provide back-up support for other clinical staff as necessary.

A. Pre-Procedure Responsibilities: RN to demonstrate a thorough knowledge of:

- Ensuring that all pre-operative preparations are met. This may include assisting physician where needed, answering last minute patient questions and assisting patient in a timely manner.
- Patient's pertinent health information including a clear knowledge of patient's medical history, current medications and other current health related issues.
- Assist administrative team members with surgery chart preparations.
- Confirm surgery arrival times 24 hours beforehand.
- Prepares patient care area adequately before case and ensures availability of necessary equipment and supplies.
- Greets patient and family in a timely manner and keeps them informed of any delays/changes.
- Conducts complete patient assessment and evaluation of each patient prior to surgery or treatment, which includes review of patient history and diagnostic tests, physical, and psychological assessment.
- Assess patient's understanding of procedure and checks surgical consent for accuracy and completeness. Obtains and witnesses patient's signature if needed.
- Consistently reviews charts for completeness, in accordance with clinical protocols, prior to surgery (i.e. consents, H/P, diagnostic studies, assessments, home medications list, etc.)
- Ensures that H/P is a complete full examination of all body systems and dated within 14-days prior to procedure.
- Ensures that H/P, orders for the procedure, and consent form are consistent prior to placing in medical chart.
- Verifies surgical site verbally with patient per policy.
- Initiates intravenous therapy as prescribed, utilizing aseptic technique utilizing appropriate IV start kit, catheter and fluid. Ensures that medication is labeled appropriately.
- Administers pre-operative medications as prescribed and utilizes safety medication practices (i.e. aseptic preparation, labeling medications, identifying high alert and independent check medications, 7 medication rights, narcotic waste, etc.). Monitors patient until transferred to OR.
- Demonstrates necessary practical, technical, or specialized skills required for the role of post-operative nurse in accordance with patient care and regulatory stands of practice
- Providing excellent nursing care to patient and attain strict criteria for discharge.

B. Post-Procedure Responsibilities: RN to demonstrate a thorough knowledge of:

- Providing excellent nursing care to patient and attain strict criteria for discharge.
- Explaining treatment procedures, medications and physician's instructions to patients and caregiver(s).
- Assisting in discharging patients to caregiver(s).
- Responsible for disinfecting all equipment and PACU area after patient has been discharged.

C. Miscellaneous Post-Procedure and Follow-Up Duties:

- Assist in returning all patient phone messages in a timely manner.
- Maintain appropriate medical supply.
- Clean Autoclave and replace water on a weekly basis (see Autoclave Policy).
- Stock new supply orders and disposing of boxes.

- Download pre-operative and post-operative pictures in a timely manner.
- Responsible for daily narcotic closing counts and documentation.
- Responsible for all daily housekeeping duties and logs.
- Responsible for ensuring pharmacy is locked before closing.

D. Departmental/Environmental Responsibilities: Locate and/or demonstrate knowledge of-

- Phone system.
- Computer system.
- Fire equipment.
- Exit doors.
- Oxygen valves and shut off.
- Medication refrigerator, temperature log and climate control.
- Emergency (red) outlets and lights.
- AED/crash cart/malignant hyperthermia cart.
- Department resources including: Policy and Procedure Manual, OSHA and other related safety manuals, fire/emergency management manual, PDR/Drug resource manual and all patient education and teaching aids.

E. Qualifications of Pre-Op and PACU RN:

- To perform this job successfully, the RN must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

F. Skills and Additional Training:

- Must be familiar with MS Office, including Excel.
- Must maintain BLS certification.

G. Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals and technical journals.
- Ability to write reports and correspondence.
- Ability to effectively present information and respond to questions from patients, caregivers, physicians and staff.

H. Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

I. Reasoning Ability:

- Ability to problem solve and clarify necessary steps of logic and reasoning in a professional manner. Intellectual acuity is a necessary qualification.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

J. Physical Demands:

- The physical demands described here are representative of those that must be met by a PRE-OP/PACU RN with Beleza. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The role of an RN requires using the telephone, computer and other related instruments or devices while communicating with patients, caregivers, physicians and staff.
- While performing the duties of a PRE-OP/PACU RN with Beleza specific vision and hearing abilities required by this job include both vision and hearing acuity.
- Employee will sit for several hours each day but will also need mobility and ability to stand and

walk for periods of time.

- Employee may need to lift up to 25 pounds on occasion. May require working under stressful conditions due to deadlines and time constraints.

I have read and understand the job description and role of a Pre-Op and/or PACU RN employed with Beleza. Any questions relating to above expectations were answered thoroughly and carefully.

Name: _____ **Title:** _____

Date: _____

Signature of Practice Administrator: _____