

**JOB TITLE: PERIOPERATIVE REGISTERED NURSE
(RN) PRE-OP/PACU**

DEPARTMENT: SURGICAL SERVICES

MANAGEMENT: No

SUPERVISES: No

CLASSIFICATION: Non Exempt

**REPORTS TO: DIRECTLY: SURGICAL SERVICES MANAGER
INDIRECTLY: PACU/OR TEAM
LEADER/DIRECTOR OF
NURSING**

JOB SUMMARY: The Pre-Op/Admitting nurse provides nursing care to patients being admitted for surgery. The nursing role during this phase focuses on assessing, identifying, and solving nursing care and pre-operative problems. The nurse is responsible for starting and monitoring IVs, administering pre-operative medications and performing pre-operative instruction and explanation of patient's rights and procedures. They must facilitate and demonstrate cooperative behavior with colleagues and supervisors at all times.

The PACU, Phase I nurse provides nursing care to patients returning from surgery. The nursing role during this phase focuses on assisting the patient through the transition from an anesthetized state to an awake condition. The nurse is responsible for assisting and maintaining adequate ventilation, hemostasis and circulation; assessing level of consciousness, providing pain management, and ensuring the safety of the patient until transferred to another unit. He/she must facilitate and demonstrate cooperative behavior with colleagues and supervisors at all times.

QUALIFICATIONS: **Education/Certification:** Graduate of an accredited school of nursing. Licensure as a Registered Nurse in the State of Idaho. Current BLS, ACLS and PALS certification required.

Experience: Two years of Critical Care or PACU experience preferred.

Equipment/Technology: Basic computer knowledge.

Language/Communication: Ability to read and communicate effectively in English.

Mathematical Skills: Basic

Mental Capabilities: Ability to work in a fast-paced environment. Can adapt to rapidly changing workloads due to changes in the surgery census. Can frequently and consistently make sound judgments.

Interpersonal: Ability to work well with others.

Performance: Can work well under pressure and meet multiple and competing deadlines.

PHYSICAL DEMANDS: For the minimum physical demands required to complete the essential functions for this position, including vision, hearing, repetitive motion and environment, see the description following.

DUTIES AND RESPONSIBILITIES:

The RN Pre-Op/PACU

1. Maintains area in a state of readiness at all times, ensuring that all necessary equipment is available and in good working order, with age specific supplies ready for use as needed.
2. Assesses physical and emotional needs of patients and implements appropriate nursing interventions. Completes the nursing pre-assessment record, including confirmation of the following:
 - a. Allergies.
 - b. Medications taken at home.
 - c. Dentures, contact lenses and glasses.
 - d. Pertinent medical conditions listed.
 - e. Pertinent past medical history listed.
 - f. Confirmations of consent and operative site.
 - g. Confirmation of responsible party.
 - h. Confirmation of ordered labs/test results on chart.
3. Respects the patient's right to privacy, dignity and confidentiality.
4. Assists the patient in undressing if needed and stores belongings appropriately.

5. Assesses or performs the following:
 - a. Vital signs.
 - b. Weight and height.
 - c. Blood Glucose monitoring, if applicable.
 - d. Pregnancy test, if applicable.
 - e. Starts IV on all patients, except those who have an order not to start an IV. Utilizes anesthesia protocol regarding IV fluids and catheter size.
 - f. Pain level.
6. Performs pre-operative instruction and explanation of procedures and patient's rights.
7. Ensures that patients are seen by the anesthesia provider prior to being taken to the O.R.
8. Sets priorities to facilitate the timely and efficient flow of patients throughout the day.
9. Carries out physician/anesthesia orders.
10. Records pertinent patient information on the nurse's notes.
11. Demonstrates an economic use of equipment and supplies.
12. Maintains confidentiality of all pertinent patient care information to assure patient's rights are protected.
13. Demonstrates commitment to excellence in patient, family and physician relations.
14. Communicates appropriate information to other members of the healthcare team in a timely manner.
15. Acts as the nursing advocate for the patient by upholding patient rights.
16. Participates in overall Pre-Op/PACU Department functions, including, but not limited to:
 - a. Follows appropriate Pre-Op/Admitting policies/procedures.
 - b. Training new staff as needed.
 - c. Attends and participates in staff meetings.
 - d. Attends annual education in-services as required.
 - e. Is knowledgeable about and responsive to emergency situations, i.e. cardiac arrest, malignant hyperthermia, drug reaction, fire, disaster, etc.
17. Complies with attendance requirements.
18. Demonstrates an awareness of safe conditions and safe acts as related to hospital employment.

19. Maintains professional competency through appropriate continuing education.
20. Adheres to and practices MVH Compliance Program and participates in Performance Improvement activities.
21. Performs other related duties incidental to the work described herein.
22. If assigned as Pre-Op Team Leader, performs the following opening and closing duties:
 - Opening:
 - g. Counts narcotics.
 - Closing:
 - a. Checks with PACU i.e. staffing needs.
 - b. Stocks the blanket warmer.
 - c. Readies rooms: gurneys made up, O2 tanks >500psi.
 - d. Restocks IV trays. Restocks room carts.

The Perioperative RN, PACU, Phase I RN:

1. Maintains the PACU area in a state of readiness at all times, ensuring that all necessary equipment is available and in good working order, with age specific supplies ready for use as needed.
2. Assess patients on admission to PACU for the following:
 - a. Patient airway
 - b. Respirations
 - c. Vital Signs
 - d. Level of consciousness according to the Aldrete scale
Level of pain
3. Assesses and records vital signs every 5 minutes and Aldrete scale every 15 minutes.
4. Uses appropriate devices and techniques to assist patient's respirations and maintains optimum blood oxygen saturation.
5. Assess surgical site for bleeding, reinforce dressing and notifying physician if increased drainage.
6. Able to assess and treat post-operative pain effectively
7. Proficient knowledge of drugs used in the PACU.
8. Positions patient as ordered by physician.

9. Assesses and records intake and output of all fluids.
10. Carries out physician / anesthesiologist orders.
11. Assesses patient for transfer from Post Surgery or PACU when Aldrete scale is at "8" with no "0" in any category.
12. Responds appropriately to emergency situations, recognizing the need for assistance and obtaining support from anesthesia personnel and/or physician as needed.
13. Records pertinent patient information on nurse's notes.
14. Demonstrates economic use of equipment and supplies.
15. Maintains confidentiality of all pertinent patient care information to assure the patient's rights are protected.
16. Demonstrates commitment to excellence in patient, family and physician relations.
17. Acts as the nursing advocate for the patient, upholding the patient's rights.
18. Communicates appropriate information to other members of the health care team in a timely manner.
19. Participates in overall Pre-Op/PACU Department functions including, but not limited to:
 - a. Follows appropriate Pre-op/PACU policies/procedures.
 - b. Training new staff as needed
 - c. Attends and participates in staff meetings
 - d. Attends annual educational in-services as required
 - e. Is knowledgeable about and responsive to emergency situations, i.e. cardiac arrest, malignant hyperthermia, drug reactions, fire, disaster, etc.
 - f. Assist Anesthesia Provider with block procedures.
20. Complies with attendance requirements.
21. Demonstrates an awareness of safe conditions and safe acts as related to hospital employment.
22. Maintains professional competency through appropriate continuing education.
23. Adheres to and practices the Idaho Falls Community Hospital Compliance Program and participates in performance improvement activities.
24. Performs other related duties incidental to the work described herein.

25. If assigned as PACU team leader, performs the following duties prior to closing the PACU:
 - a. Re-verifies narcotic count/secures prescription pads
 - b. Locks drug cupboards and supply cart
 - c. Closes supply closet door
 - d. Logs off computer

26. Assists or covers in Pre-op or Operating Room areas as needed and directed by Surgical Services Manager.



Idaho Falls Community Hospital

Created: August, 2019

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities Show the **minimum** amount of time by checking the appropriate boxes below.

--Minimum Amount of Time--

| | None | up to 1/3 | 1/3 to 1/2 | 2/3 and more |
|--------------------------------------|------|-----------|------------|--------------|
| Stand: | | | X | |
| Walk: | | | X | |
| Sit: | | | X | |
| Talk or hear: | | X | | |
| Use hands to finger, handle or feel: | | X | | |
| Push/Pull: | | X | | |
| Stoop, kneel, crouch or crawl: | | X | | |
| Reach with hands and arms: | | X | | |
| Taste or smell: | | X | | |

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

--Minimum Amount of Time--

| | None | up to 1/3 | 1/3 to 1/2 | 2/3 and more |
|-----------------------|------|-----------|------------|--------------|
| Up to 10 pounds: | | | X | |
| Up to 25 pounds: | | | X | |
| Up to 50 pounds: | X | | | |
| Up to 100 pounds: | X | | | |
| More than 100 pounds: | X | | | |

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements
- Hand-Eye Coordination

Specific demands not listed:

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.

Show the **minimum** amount of time by checking the appropriate boxes below.

--Minimum Amount of Time--

| | None | up to 1/3 | 1/3 to 1/2 | 2/3 and more |
|--------------------------------------|------|-----------|------------|--------------|
| Wet, humid conditions (non-weather): | X | | | |
| Work near moving mechanical parts: | X | | | |
| Fumes or airborne particles: | | | | |
| Toxic or caustic chemicals: | | X | | |
| Outdoor weather conditions: | X | | | |
| Extreme cold (non-weather): | X | | | |
| Extreme heat (non-weather): | X | | | |
| Risk of electrical shock: | X | | | |
| Work with explosives: | X | | | |
| Risk of radiation: | | X | | |
| Vibration: | X | | | |
| Blood-borne Pathogens: | | | X | |

The typical noise level for the work environment is:

Check all that apply.

- Very Quiet
- Quiet
- Loud Noise
- Very Loud Noise
- Moderate Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear client call
- Ability to hear instructions from physician/department staff

REPETITIVE MOTION ACTIONS

--Minimum Number of Hour--

Repetitive use of foot control

| | 0 | 1-2 | 3-4 | 5-6 | 7+ |
|---------------|---|-----|-----|-----|----|
| A. Right only | | | | | |
| B. Left Only | | | | | |
| C. Both | X | | | | |

Repetitive use of hands

| | 0 | 1-2 | 3-4 | 5-6 | 7+ |
|---------------|---|-----|-----|-----|----|
| A. Right only | | | | | |
| B. Left Only | | | | | |
| C. Both | | | X | | |

Grasping: simple/light

| | 0 | 1-2 | 3-4 | 5-6 | 7+ |
|---------------|---|-----|-----|-----|----|
| A. Right only | | | | | |
| B. Left Only | | | | | |
| C. Both | | X | | | |

Grasping: firm/heavy

| | 0 | 1-2 | 3-4 | 5-6 | 7+ |
|---------------|---|-----|-----|-----|----|
| A. Right only | | | | | |
| B. Left Only | | | | | |
| C. Both | X | | | | |

Fine Dexterity

| | 0 | 1-2 | 3-4 | 5-6 | 7+ |
|---------------|---|-----|-----|-----|----|
| A. Right only | | | | | |
| B. Left Only | | | | | |
| C. Both | | X | | | |

I have read this description of the job title **Registered Nurse Pre-Op/PACU** and understand the functions and objectives of the position. I certify that I am able to perform the same. I understand that this job description cannot anticipate all physical and mental requirements that may come up in the daily assignment of the job and that I am also accountable for minor duties and responsibilities as assigned or deemed necessary.

Employee Name (Print)

Employee Signature

Date



Idaho Falls Community Hospital

Created: August, 2019

Employee signature below constitutes employee's understanding of the requirements, essential functions, duties and expectations of the position.

Job Title: **Registered Nurse Pre-Operative/PACU**

Employee

Date

Manager

Date

Nothing associated with this job description and/or its addendum and nothing contained in this document, is intended to create an employment contract or to convert at-will employment to a specified period of time.