

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

Pre-Op/PACU NURSE

JOB DESCRIPTION

March 2022

REPORTS TO: Surgical Services Manager

SUPERVISES: None

FLSA STATUS: Non-exempt

SUMMARY

The RN performs a verbal assessment with all patients prior to admission, collects medical history from the patient and all available medical records, and works closely with the anesthesia department to coordinate the patient's needs prior to scheduling the patient for procedures. The RN then coordinates with the surgeon, patient, vendors and OR schedule to get patients scheduled for their procedures. The RN independently makes assessments and provides care with assigned patients, of all age groups, in the Inpatient and Outpatient Pre-Operative and Post Anesthesia Care Unit's. In addition, nurses at this level will provide leadership, act as a clinical resource for other unit staff and will coordinate with allied health professionals as needed. The RN will identify Pre-Operative and Post Anesthesia Care Unit quality assurance or standard of care needs and conduct assigned portions of these projects/programs. This individual possesses knowledge and skills required to care for patients in all age groups.

ESSENTIAL FUNCTIONS

- Medical History and Assessment prior to scheduling
- Coordination and scheduling of procedure
- Assess patients prior to and post-surgery
- Ensure that operative and informed consents are signed and in order
- Take and record vital statistics of patients to ensure readiness for surgical procedures
- Initiate IVs and ensure that patients are informed about the procedure
- Work with an interdisciplinary medical team
- Assess patients' post-operative condition
- Monitor vital signs
- Log all findings in patient file
- Answer patient questions and ensure they are kept comfortable
- Monitor patients for condition changes and report any changes to the physician
- Perform intervention duties in case of post-operative emergencies
- Educate the patient and family on post-surgery care
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

PROFESSIONAL REQUIREMENTS

- Demonstrate quality patient care, leadership and professional behavior through emulating the Mission, Vision and Values of Faith Community Health System.
- Adhere to Personnel Policy/Employee Handbook and Policy and Procedures of the organization.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.
- Maintain professional licensure.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- Registered Nurse currently licensed by the State of Texas.
- Required 2 years nursing experience. Preferred Surgical Services experience.
- Current BLS certification. ACLS, PALS certification current or obtain within 9 months from date of hire. Encouraged TNCC, ENPC.

PHYSICAL REQUIREMENTS

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Standing, walking and reaching for long periods of time.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

Employee

Department Head/Administrator

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.