

Gonzales Healthcare Systems - Job Description

Job Title: Circulator, Pre-Op, PACU Nurse		Department: Surgery
Employee Reports To: Surgical Manager		Employee Supervises: N/A
Exempt/Non-exempt Status: Non-Exempt		Employment Status: Full Time
Employee Signature:		Approval:
Date:		Date:
Position Summary		
Performs the primary functions of a professional nurse in assessing, planning, directing, and evaluating patient care in the surgery department. Maintains supplies and equipment; promotes team efforts with physicians and personnel.		
Position Qualification		
Education & Licensure	BLS, ACLS, and PALS, credentialed from the American Heart Association; ACLS and PALS to be obtained within 6 months of date of hire or transfer Registered Nurse credentialed from the Texas Board of Nursing	
Experience	Three years experience as a Registered Nurse in surgery preferred.	
Physical Requirements	Intermittent sitting, prolonged periods of standing and walking. Frequent bending, stooping, and reaching. Average lifting of 25lbs. from the floor to waist, 50lbs. from 30" high surface-to-surface, 15lbs. overhead. Pushing and pulling with 50lbs. force while assisting patients or moving equipment. Includes all physical tasks as outlined in the disciplines respective practice act.	
Technology Requirements		
GHS Information Systems	Software: Citrix; Cerner; Office 365; Chrome; Paragon; OneContent; Logical Ink; Change Healthcare Websites: Brightly; Health.edu; G-Drive; UKG; Medex; Nursing Information Site; Gmed/Gastro	
Access Control		
Physical Access	Standard Employee Access Surgery Access Emergency Department Access Sievers Medical Clinic Access (From Outpatient Lobby) Central Supply Access OB Access	

Section 1. Core Behaviors – All Staff	
A	
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
B	
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
C	

1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
D	
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends team work behaviors to ALL
E	
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

Section 2. Department Specific Duties and Responsibilities	
A	Essential Duties & Responsibilities
1	Participates in setting standards for patient care and nursing practice in surgery department according to AORN and regulatory guidelines.
2	Takes OR Call to ensure coverage at all times.
3	Functions as surgical nurse for surgical procedures.
4	Documents completely and legibly the surgical record according to AORN standards.
5	Insures all necessary logs, information and documentation is current, accurate and preserved according to current standards.
6	Recovers patients as needed.
7	Maintains proficiency in proper aseptic technique in the operating room and autoclaves instruments as necessary.
8	Insures all equipment is maintained in good working order and demonstrates ability to recognize improperly functioning equipment.
9	Provides care appropriate for the neonate and the pediatric, adolescent, and geriatric patients served based on demonstrated knowledge of the principles of growth and development over the life span.
10	Insures supplies and equipment are inventoried, ordered and stocked.
11	Sets up PACU, maintaining all necessary supplies, stock drugs and completes daily check of all emergency equipment.
12	Insures PACU is equipped and stocked to receive patients at all times.
13	Pre-op preparation of patients per physician's orders.
14	Insures all permits and other paperwork are completed.
15	Initiates IV line and assures pre-op teaching and anesthesia assessment done. Complete all pre-op preparation of patient.
16	Receives patient from OR nurse post-op and initiates recovery per accepted PACU standards of care
17	When prescribed recovery period completed, with patient stable and responsive, PACU nurse will effect transport either personally or by designation giving comprehensive report to receiving nurse. If patient is able to be discharged home post-op, PACU nurse will assist in dressing, reinforce discharge instructions and accompany patient personally or delegate staff to assist patient to transportation.
18	Other duties as assigned by supervisor or Nursing Administrator.
19	Assesses and interprets data on the neonate and the pediatric, adolescent, and geriatric patients' status to identify adolescent, and geriatric patients' status to identify patients' requirements relative to their age-specific needs and provides care needed as stipulated in departmental policy.
B	Infection Control Duties and Responsibilities
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
C	Safety Duties and Responsibilities
1	Follows Safety guidelines and policies for Gonzales Healthcare Systems.