

## **JOB DESCRIPTION: SURGICAL REGISTERED NURSE**

### **REPORTING RELATIONSHIPS**

Responsible to Clinical Director and Administrator

### **INTERNAL RELATIONSHIPS**

Collaborates with the nursing staff and medical staff regarding pre, intra and post op patient care.

### **MAJOR RESPONSIBILITIES**

Provides professional nursing care by utilizing the nursing process to care for patients

Coordinates care planning with other departments involved in patient care.

Provides direct nursing care, including admission, observation, circulating, PACU and postop care.

### **ESSENTIAL DUTIES**

Assesses patient's needs, problems and concerns.

Identifies above in priority action with consultation as needed, including notification of Physician of changes in patients' condition.

Makes assignments, teaches, and supervises care given by ancillary personnel.

Administers and controls narcotics and medications.

Maintains patient records and charts.

Evaluates outcomes of care and adjusts nursing care process in continuous performance improvement activities.

Participates in conferences, committee meetings, staff development and educational programs to meet personal, professional, institutional certification and regulatory requirements.

Institutes emergency care appropriately, accurately and professionally.

Demonstrates the knowledge and skills necessary to provide care appropriate to the ages of the patients served.

Possesses the ability to assess and interpret appropriate data relative to age and to provide care needed as described in the policies and procedures

Demonstrates knowledge of the principles of growth and development over the age groups lives spans, and possess an understanding of the range of treatment needed by these patients.

Accepts responsibility for patient's safety and assures safe practice.

Demonstrates competency necessary to perform patient care.

Participates in the centers QA Program.

Follows center Infection Control Guidelines.

Mentors nursing and surgical tech students.

Adhere to in-person attendance policies per specific department. Present for shifts varying between the hours of 6:00 am - 5:30 pm Monday - Friday and additionally as requested by management.

All duties and responsibilities must be adhered to in a manner that complies with all Federal and State Laws, UPC/USC Employee Personnel Manual, HIPAA manual, and the Compliance plan and Centers for Medicare and Medicaid conditions for coverage.

*During a Designated Health Emergency the following become an Essential Duty:*

Disinfect surfaces that patients and staff members coming in contact with during the course of business. This will entail using an approved disinfecting agent to wipe off countertops, clipboards, exam room chairs, etc.

Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Ancillary personnel involved in patient care.

## **COMPETENCIES**

Knowledgeable in the systematic application of substantial specialized knowledge and skill, derived from the biological, physical, and behavioral sciences, to the care, treatment, counsel, and health teaching of individuals who are experiencing changes in the normal health processes.

Ability to handle stressful situations in a calm manner.

Ability to establish and maintain working relationships with patients, employees, physicians, and the public.

## **EDUCATION, SKILLS AND EXPERIENCE**

Minimum qualifications: Current and valid licensure as a registered nurse, BCLS certification (renewed every two years), ACLS and PALS certification within 6 months of hire (renewed every two years), minimum 6 months of experience in acute care setting, surgery or ambulatory setting preferable. Compliant with CMS Covid-19 vaccine mandate.

## **PHYSICAL REQUIREMENTS**

Must exhibit desirable trunk, extremity mobility and strength to handle objects and people safely in the activities of holding, carrying, pushing, transferring and pulling.

## **WORKING ENVIRONMENT**

The center provides services to surgical outpatients. These services include, perioperative care to surgical patients, lithotripsy patients, and special procedure patients.

There may be potential exposure to communicable diseases, contaminated blood and body fluids and hazardous materials.

Urology, P.C. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

I have read and reviewed my job description and understand my responsibilities under it. I have been given an opportunity to ask questions.

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Employee Name

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Date