

FULTON COUNTY MEDICAL CENTER

POSITION DESCRIPTION

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POSITION TITLE: OPERATING ROOM Circulating Nurse

REPORTS TO: SURGICAL SERVICES RN II

DATE: AUGUST 2004

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**I. POSITION SUMMARY:**

The Operating Room Circulating Nurse is a professional registered nurse who, under the direction of the Surgical Services RN II, provides nursing care to the surgical patient during the immediate pre-operative, surgical, and immediate post-operative period, as well as being responsible for the smooth operation of the Operating Room while surgery is in progress.

**II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATE/REGISTRATION:**

1. Must be a graduate of an accredited School of Nursing with current license to practice as a Registered Nurse in the state of Pennsylvania.
2. Two years of acute care experience preferred.
3. Operating Room experience preferred.
4. CPR certified
5. ACLS within 1 year of hire.

**III. CUSTOMER FOCUSED EXPECTATIONS:**

While performing the essential functions of this position, the Operating Room Circulating Nurse will understand and strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services provided by the Surgical Department.

**IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)**

1. Work involves standing/walking 90 percent of the time, with frequent exertion of physical effort in positioning, lifting or moving patients and equipment; bending, squatting, twisting and kneeling during normal shift.
2. Standing or walking throughout facility frequently.
3. Sitting occasionally on a hard or cushioned chair.
4. Reaching to heights of up to two feet overhead.
5. Able to move rapidly in response to unpredictable emergencies that could happen one or more times per shift.
6. Near visual acuity with color perception in order to decipher fine print.
7. Auditory acuity sufficient to hear phone conversations, overhead pages and alarms.
8. Ability to operate hand and foot controls on beds and wheelchairs.
9. Manual dexterity, digital sensitivity and flexibility.
10. Good hand/eye coordination.

**V. TYPICAL MENTAL DEMANDS: (Subject to modification or accommodation as required)**

1. Demonstrates the ability to work under pressure or stress.
2. Demonstrates the ability to communicate effectively in both written and verbal form.
3. Demonstrates the ability to establish priorities among the essential functions of the job and coordinate these functions with others.
4. Demonstrates the ability to speak, read, and write the English language.

**VI. WORKING CONDITIONS:**

Exposure to electrical current, infectious diseases, and blood-borne pathogens. May be required to wear respirator.

**VII. EQUIPMENT USED:**

1. Endoscopes
2. Instruments
3. Scrub brushes
4. Syringes
5. Needles
6. Knives
7. TV monitors

8. Light Sources
9. Insufflators
10. Cautery Equipment
11. Camera
12. Video processors
13. Printers
14. Operating Room Table
15. Stretchers
16. Blood Pressure Monitors
17. Charting

**VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (See Attached)**

**IX. ESSENTIAL FUNCTIONS (See Attached)**

**X. NON-ESSENTIAL FUNCTIONS (See Attached)**

- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**

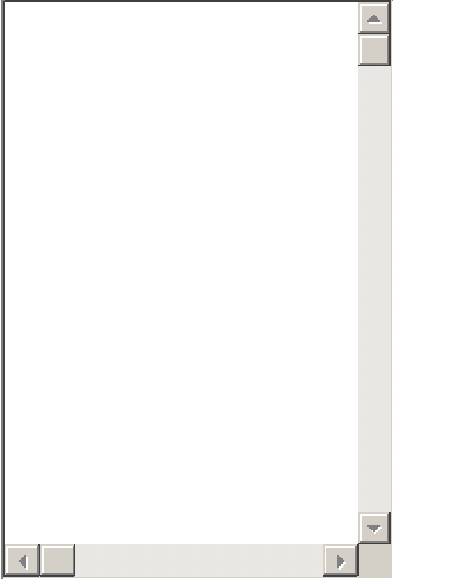


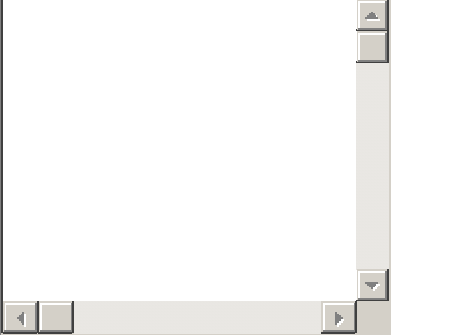
Employee Name: <input style="width: 95%;" type="text"/>	Department: <input style="width: 95%;" type="text"/>	Current Title: <input style="width: 95%;" type="text"/>	Supervisor Name/Title: <input style="width: 95%;" type="text"/>
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<b>Methods of Measurement Include the Following:</b>		<i>AGES SERVED</i>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
<b>Period Covered by this Evaluation:</b> <input style="width: 95%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
<b>FACILITY WIDE COMPETENCY</b>				<div style="border: 1px solid gray; height: 400px; width: 100%;"></div>
<b>INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS</b> <ul style="list-style-type: none"> <li>Comply with regulatory agencies, and institutional and operating systems.</li> <li>Adhere to all Hospital Policies and Procedures as they apply to the area.</li> <li>Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module.</li> <li>Protect patient/customer confidentiality.</li> <li>Comply with HIPAA regulations as they apply to the job.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>PERFORMANCE IMPROVEMENT</b> <ul style="list-style-type: none"> <li>Adhere to current organizational Performance Improvement priorities</li> <li>Participate in quality studies through data collection</li> <li>Make recommendations and take actions to improve structure, system or outcomes</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>CUSTOMER SERVICE</b> <ul style="list-style-type: none"> <li>Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources.</li> <li>Demonstrate commitment to serving the customer.</li> <li>Demonstrate excellence in communication with the customer.</li> <li>Create a welcoming environment for the patients, family and other interdisciplinary team members</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



<p>IV. Information Processing and Documentation:  A. Communicates patient information to physician, anesthesia, scrub tech, PACU nurse or RNII.  B. Documents information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>V. Job Characteristics:  A. Works efficiently with acutely ill patients, including emergency situations.  B. Works independently as a self-starter but can work as a cooperative team member.  C. Embraces change and keeps current with knowledge of new surgical procedures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>VI. Equipment, Machines, Tools:  A. Is knowledgeable of equipment used in surgical procedures, their reference manuals and resources for consultation:  1. Peri-operative suite in total  2. Positioning equipment  3. Tourniquets  4. Endoscopy equipment  5. Instrumentation  6. Electro cautery equipment  7. Autoclaves  8. Steris system  9. Ultrasonic cleaner</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Non Essential Functions:</b>	<b>D</b>	<b>M</b>	<b>E</b>	<b>Comments</b>
<p>1. Participates in professional development activities:  a. In-service classes or on-line courses.  b. Shares knowledge with others.  c. Reads in-house communications</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. Work Habits:  a. Complies with attendance policies.  b. Dresses according to the departmental dress code  c. Organizes times, sets priorities  d. Spends free time in a constructive manner</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>3. Initiative and judgment:  a. Makes necessary work related judgments based upon factual information  b. Completes assignments with minimal directions and in a timely manner  c. Adapts to a changing work load</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
<p>Comments:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<p>Future Plans and Actions:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<p>Employee Comments:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<p>To update our files, please answer the following questions:            Have you received a higher education degree in past 12 months: Yes ___ No ___            Please forward to Human Resources            Have you received a certification in the past 12 months: Yes ___ No ___            Please forward to Human Resources</p>		

**I have reviewed this Performance Evaluation**

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Evaluator Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department Head or Designee Signature

\_\_\_\_\_  
 Date