JOB DESCRIPTION

REGISTERED NURSE - ENDOSCOPY SUITE

JOB SUMMARY

The Registered Nurse is that professional who is directly responsible for care of the patient during endoscopy procedures and indirectly responsible through coordination and information sharing of both pre- and post-procedure care. The nurse will assist the physician during the procedure.

QUALIFICATIONS

Physical: Good physical health required because of long periods of standing, walking and work required. Must be well coordinated and able to move about freely. Dexterity necessary. Visual and audio acuity needed for job performance. Able to speak clearly and distinctly. Must be neat, clean and particular about appearance.

Mental: Must demonstrate the following: Stamina to withstand stress and strain; good memory; patient and tactful; emotional stability; ability to both listen and direct; skill in organization.

Education and Licensure: Graduate of an accredited school of nursing and currently licensed to practice in the State of Iowa as a Registered Nurse. Maintains license with appropriate continuing education as required by state law. BLS and ACLS required.

Experience: A minimum of two years endoscopy experience desired. Prefer additional experience in medical/surgical nursing.

Job Skills and Requirements:

1. Must be in above average physical and mental health.
2. Must possess demonstrated communication skills which indicate the ability to be successful at counseling and teaching.
3. Must display comprehensive and current knowledge of nursing theory and nursing care in the free standing ambulatory endoscopy unit.
4. Adequate understanding of a wide variety of medical/surgical terminology and pathophysiology, endoscopy procedures and required patient preparations. Skilled in venipuncture.
5. Thorough knowledge of and ability to implement principles of aseptic technique. Knowledge of basic infection control practices.
6. Understanding of proper positioning techniques, and sedating agents’ effects, including conscious sedation.
7. Knowledge of endoscopy instruments and equipment to include the use, handling and care, especially of endoscopy equipment.
8. Knowledge of endoscopy procedures, techniques, symptoms and complications of endoscopy, anesthesia or conscious sedation and consequent nursing interventions.
10. Able to recognize emergency situations and assist in corrective actions.
11. Have a working knowledge of fluid and electrolyte balances.
12. Knowledge of the organization’s mission, plans for improvement, policies, procedures, philosophies, standards, goals and objectives, especially those pertaining to the endoscopy room, safety, security, fire, emergency and biomedical.
13. Recognize and report hazardous equipment.
14. Skilled in age-based competencies relative to the patient population to include fluid and nutritional needs, hearing, mobility and sight alterations and limitations, body organ status, comprehension and cognitive skills, temperature, medication vulnerability, healing restrictions and psychosocial needs.
15. Dresses within the dress code requirements of the facility.

**WORKING CONDITIONS**

Constant walking and standing. Exerts 10-25 lbs of force. Occasionally exerts up to 75 lbs of force. Intermittent stooping, crouching, kneeling, overhead and below level reaching and lifting. May carry 10-15 lbs; rarely lifts a maximum of 50 lbs.

**JOB RELATIONSHIPS**

Is responsible to the Clinical Manager

May supervise LPN, CMA, and Endoscopy Technician.

**RESPONSIBILITY 1**

Plans for patient care.

**STANDARDS**

A. Performs pre-procedure assessment. Review pre-procedure patient information, including H&P, medications, allergies.

B. Coordinates planned nursing care with other health care team members. Identifies goals, formulates plan of patient care and evaluates outcome.

C. Plans and assigns personnel fairly and efficiently.

D. Trains and instructs new personnel.

E. Acts as nursing team leader during the procedure.

F. Includes the patient’s care person in the teaching to ensure adequate home care.
RESPONSIBILITY 2

Prepare the Procedure Room for the patient.

STANDARDS

A. Washes hands before assuming a.m. tasks and prior to delivering patient care.
B. Helps prepare procedure room prior to each procedure. Assists in the preparation and maintenance of a clean environment.
C. Assists with "pulling" supplies, equipment and instruments for procedures after checking with physician concerning the equipment or supplies.
D. Determines the availability of all necessary equipment and supplies and assists in procurement of deficiencies
E. Assists in the proper preparation of supplies, medication, equipment and instrumentation involved in patient care.

RESPONSIBILITY 3

Correctly identifies patient. Provides additional instruction.

STANDARDS

A. Introduces self and team members to patients and their families/care persons.
B. Identifies patient by using at least two identifiers (name and DOB), verbally and by checking ID bracelet. Offers a brief explanation of health team members' roles. Explains procedure.
C. Assists in transporting or escorting patients to the procedure room.

RESPONSIBILITY 4

Serves as patients' advocate. Assures patient safety. Maintains environment.

STANDARDS

A. Enters data correctly into the Patient's Medical Record.
B. Positions patient safely, properly and comfortably according to his/her specific needs and those required by the procedure.
C. Monitors the patient during the administration of Moderate Sedation.
D. Assists physician with procedure.
E. Maintains a constant vigilance on activities observing for breaks in aseptic technique or safety practices, while keeping room as orderly and neat as possible.
F. Moves within the limits of safety for patient observation by physician and other staff.
G. Sets up and prepares equipment for use during the procedure.
H. Coordinates with ancillary services such as pathology.
I. Procures unanticipated items needed for members of the team during the procedure. Assists physician to assure a smooth procedure.
J. Disinfects equipment post procedure per protocol. Opens and uses critical devices appropriately.
K. Accepts, labels, documents and logs all specimens.
L. Dons and removes gloves properly.
M. Keeps manager, charge nurse, physician and care person informed of patient’s needs and progress.
N. Documents activities and care provided. Assess nursing care and goals and patient outcome.

RESPONSIBILITY 5
Assures continuity of patient care during post-procedure phase:

STANDARDS
A. Assists in transportation or escort of patient to recovery area.
B. Reports procedure events to the receiving nurse in the recovery room as well as pertinent historical data.

RESPONSIBILITY 6
Provides IV sedation.

STANDARDS
A. Completes annual inservice on moderate sedation.
B. Participates in mock emergency drills.
C. Maintains CPR/ACLS certification.
D. Monitors patient and records vital signs and level of consciousness throughout procedure. Monitors pain level.
E. Verifies medication and dosages are within the RN scope of practice.
F. Check patient’s allergies.
G. Administers medication per physician orders after repeating the order clearly and distinctly back to the ordering physician.
H. Observes and documents the patient’s reaction.
I. Alerts physician of patient’s status and any adverse reactions.
J. Follows the IV sedation policy implemented in this organization.

RESPONSIBILITY 7
Performs other related duties.

STANDARDS
A. Assists with room clean-up, turn-over and stocking.
B. Checks procedure equipment to include all emergency equipment, prior to the first endoscopy case of the day.
C. Participates in budgetary, marketing, utilization, cost containment and reduction activities as requested.
D. Practices economy in the use of time, equipment and supplies.
E. Assists in organizing and developing policies and procedures.
F. Develops effective communication and interpersonal relationship skills.
G. Participates in QI activities.
H. Documents accurately, appropriately as required by policies and procedures.

I. Is one of two licensed individuals participating in controlled substance counts as needed according to policy, procedure and state law.

J. Participates in activities as assigned to acquire and maintain accreditation of the Facility.

SPECIAL CHARACTERISTICS

1. Displays initiative and enthusiasm in performing responsibilities of the position.
2. Assumes responsibilities for own actions.
4. Must be able to meet deadlines and schedules.
5. Must follow and meet organizations dress code, be neat and well groomed.
6. Must be willing to share knowledge and communicate effectively and to assist in training.
7. Must enjoy working with and around people of all ages, nationalities, backgrounds and creeds. Must show tact in communicating with others.
8. Must be able to interact with physicians, guests, staff and patients pleasantly, cooperatively and effectively.
9. Must be able to accept constructive and instructive criticism and implement corrective action.
10. Must be able to approach his/her responsibilities with a bio-, psycho-, social, as well as technical approach incorporating those theories with the learned principles underlying treatment and nursing care.
11. Must be able to anticipate patient needs, perform patient assessments, organize and prioritize assignments, duties and responsibilities and work consistently. Must be able to assign personnel fairly and safely. Performs duties with attention to cost-effectiveness.
12. Must be willing to accept assignments within the limits of the position and to accept extra duties willingly.
13. Must be able to identify, analyze and implement effective problem-solving techniques.
14. Must display initiative, flexibility, cooperation and adaptability in his/her career approach.
15. Must be able to maintain a poised, pleasant and professional manner even in the face of adversity.
16. Must show initiative and take responsibility for professional development and continuing education. Strives for self improvement. Attends staff meetings and inservices.
17. Must be able to accept and give direction, and to identify and use the proper chain of command.
18. Must be CPR & ACLS certified.
19. Able to provide constructive feedback to peers and other team members.
20. Must be able to identify problems and problem solve effectively.
21. Must be able to act and present as a professional role model.
22. Must be able to maintain patient and facility confidentiality.
23. Must be cognizant of safety issues for staff, patients and visitors. Is able to report Risk Management issues appropriately and act on issues with good judgment.

**ENDOSCOPY NURSE**

The RN should know how to:

**A. Aseptic Technique**

1. Identify sterile, clean and contaminated fields
2. Determine proper procedure room attire
3. Understands & maintains proper flow of clean and contaminated/dirty equipment and supplies in and out of the procedure room.
4. Perform proper aseptic techniques when accessing medication vials
5. Recognize packaging for sterilization
6. Recognize types of sterilization and disinfection
7. Recognize expiration dates of sterilized items.

**B. Setting Up Procedure Room**

1. Assist to set up procedure room
2. Control movement to allow for patient observation by staff and physician
3. Wears proper PPE (gown, gloves & mask or face shield)
4. Recognize a “break” in technique
5. Correct a “break” in technique
6. Identify proper patient and equipment for procedure
7. Identify, label and verify drugs with procedure physician before administration
8. Identify and contain contamination during procedure.

**C. Care and Safety of Patient**

1. Recognize procedure room safety hazards
2. Recognize, evaluate, and report patient complaints
3. Secure patient on endoscopy room table
4. Execute proper transfer of patient from endoscopy room
5. Determine patient limitations (allergies, physical)
6. Establish proper position for endoscopy procedure
7. Maintain professional/supportive atmosphere
8. Insure proper supervision of patient in endoscopy suite at all times
9. Perform proper use of cautery units
10. Recognize and report abnormalities in monitored data
11. Implement principles and needs inherent to patient’s age.
D. Legal Responsibilities
   1. Confirm patient identify (Name and DOB)
   2. Identify proper procedure consents
   3. Confirm pre-procedure check list
   4. Identify patient allergies
   5. Review patient chart for completeness
   6. Confirm endoscopy procedure
   7. Maintain patient confidentiality
   8. Records Specimens
   9. Prepare incident reports
   10. Recognize and uphold patient rights and privileges

E. Clinical Procedures
   1. Identify terminology for basic endoscopy room procedures
   2. Recognize basic endoscopy room procedures
   3. Recognize proper channels of communication
   4. Assess priorities of procedures
   5. Recognize and report abnormalities
   6. Prepare and complete nurses notes and endoscopy record
   7. Set up and start IV
   8. Recognize doctor’s preference card
   9. Perform or assist patient in recovery

F. Equipment and Facilities
   1. Identify basic endoscopy equipment
   2. Identify and availability of equipment for endoscopy procedure
   3. Insure proper operation of equipment
   4. Set up proper equipment for endoscopy procedure
   5. Identify and understand use of autoclave
   6. Operate procedure tables
   7. Operate oxygen equipment
   8. Operate suction equipment
   9. Operate simple EKG equipment
   10. Operate emergency equipment (crash cart)
   11. Operate electro-surgical units
   12. Position and operate endoscopy equipment
   13. Operate transport stretchers

G. Instruments
   1. Identify basic endoscopy instruments
   2. Recognize applications of endoscopy equipment
   3. Set up basic endoscopy instruments
   4. Perform proper care and handling of scopes and biopsy equipment.
H. Conscious Sedation
   1. Identify sedating agents and reversal drugs
   2. Identify types of sedation
   3. Monitor vital signs (frequency levels)

I. Specimens
   1. Perform proper labeling of specimens
   2. Perform proper care and handling of specimen
   3. Identify proper solution and containers for specimens
   4. Recognize basic terminology of pathology specimen
   5. Understands process to enter specimen information into patient’s medical record.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. There may be other duties related to this position which are not outlined herein but which may be a part of the general daily duties expected of this position. Some duties not outlined herein will be assigned as necessary.

AGREED TO:

EMPLOYEE _______________________________ DATE____________________

EMPLOYER _______________________________ DATE____________________

Updated 04/09/2014 dab