ADMIT/RECOVERY ROOM REGISTERED NURSE

JOB SUMMARY
This professional provides planned and highly skilled nursing care for the immediate pre-procedure and post-procedure patients. Through continuous patient surveillance, allows for early recognition of medical or surgical complications which may arise in any patient.

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.

Experience: Prefer previous general medical-surgical nursing experience. Must be CPR & ACLS certified.

Job Skills and Requirements:

1. Must be above average in physical and mental health.

2. Must possess demonstrated communication skills which indicate the ability to be successful at counseling and teaching.

3. Has demonstrated computer skills.

4. Must display comprehensive and current knowledge of general nursing theory and practice including basic disciplines relating to nursing such as bio-, psycho, social and medical sciences and their application to nursing and patient care.

5. Adequate understanding of endoscopy procedures, required patient preparations and expected post-procedure course.

6. Must display knowledge of the underlying principles of treatment and nursing procedures.

7. Complete knowledge and understanding of pre and post procedure nursing care in the freestanding ambulatory endoscopy unit.

8. Adequate understanding of a wide variety of medical/surgical pathophysiology and terminology.

9. Awareness of symptoms and possible complications of endoscopy procedures and sedation and initial treatment and consequent nursing interventions.
10. Knowledge should be up-to-date on the actions of all pharmaceuticals and sedating agents.

11. Have a working knowledge of fluid and electrolyte balance.

12. Able to perform accurate and complete patient assessments throughout the pre-procedure period. Skilled in patient population age-based competencies, to include fluid and nutritional requirements, skin care and body organ status, hearing and sight alterations and limitations, mobility status, comprehension and cognitive skills, temperature, medication vulnerability, healing restrictions and psycho-social needs.

13. The nurse should be competent in technical skills, to include intravenous therapy, artificial ventilation and CPR.

14. Able to recognize and report hazardous equipment.

15. Knowledge of the mission, policies, procedures, philosophies, standards, goals and objectives of the center and especially those pertaining to the preoperative and recovery areas as well as the organization’s plan for improvement.

16. Dresses within the dress code requirement of the facility.

**WORKING CONDITIONS**

Constant walking and standing. Able to exert 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 RELATIONSHIP**

Is responsible to the Clinical Manager.

Supervises ancillary personnel assigned to pre-op/ recovery area.

**RESPONSIBILITY 1**

Prepares the area(s) for patients.

**STANDARDS**

A. Washes hands before assuming morning tasks and prior to delivering care.

B. Opens the unit for the day as per policy. Wipes counters and equipment with germicide.

C. Check emergency equipment.

D. Stocks and restocks area. Assures the availability of all necessary equipment and supplies.

E. Identifies items needing to be reordered or procured.

F. Assists in the proper preparation of supplies, equipment and medication involved in patient care.

G. Keeps area neat, clean and patient ready.

H. Keeps supervisor, physician and care person informed of patients’ needs and progress.

**RESPONSIBILITY 2**

Correctly identifies patient. Provides additional instruction.

**STANDARDS**

A. Introduces self and team members to patient and care persons.
B. Identifies patient verbally and with ID bracelet (Name and DOB) and offers a brief explanation regarding health team member roles.

RESPONSIBILITY 3
STANDARDS
Plans for patient care.

A. Admission: Admits patient to pre-procedure area, performs and documents assessments. Verifies with patient and care person the procedure to be performed. Prepares patient for endoscopy. Formulates goals and care plans. Gives report to procedure nurse.

B. Recovery room: Receives report from procedure room nurse and evaluates needs of patient, administering care accordingly. Compares stability of vital signs with pre-op to establish parameters.

C. Assesses and documents patient status. Evaluates nursing goals, care plan and outcomes.

D. Carries out treatments and/or orders.

E. Performs pre- and post-procedure assessments and teaching. Includes the care person in teaching to ensure adequate home care.

F. Assists in post-procedure call back telephone call.

G. Participates in patient care, education conferences and QI.

RESPONSIBILITY 4
STANDARDS
Assures patient safety. Maintains environment.

A. Positions patient safely, properly and comfortably according to his/her specific needs.

B. Enters information into the Patient's medical record accurately.

C. Takes, records and monitors vital signs.

D. Administers medication as ordered and according to facility and DEA policy and procedure.

E. Starts and administers intravenous lines. Records the date, time, site of IV, and infusion rate.

F. Performs treatments and/or procedures as ordered.

G. Establishes nursing goals based on nursing diagnosis and evaluates outcome.

RESPONSIBILITY 5
STANDARDS
Assures continuity of care.

A. In admissions; Gives patient report to procedure nurse and relieving nurses.

B. Review patient record for previously documented information.

RESPONSIBILITY 6
STANDARDS
Performs other related duties.

A. Assist with area clean-up and restocking.

B. Cleans cupboards and maintains logs.

C. Checks emergency equipment prior to the first patient's arrival.

D. Participates in budgetary, marketing, utilization, cost containment and reduction activities.
E. Practices economy in the use of time, equipment and supplies. Uses equipment safely.
F. Assists in organizing and developing policies and procedures and plans for improvement. Applies principles of Risk Management, QI and Safety.
G. Participates in QI activities.
H. Knows organization’s mission, philosophy, goals and objectives and plans for improvement and strives to follow and implement these. Makes suggestions for improvement.
I. Utilizes the supervisory chain of command.

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 and creed.
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.
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 and 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.

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