

## **JOB DESCRIPTION**

**POSITION:** Pre/Post-Operative Nurse

**DEPARTMENT:** Clinical – Pre/Post-Op

### **SUMMARY:**

The Pre/Post-operative Staff Nurse is responsible for the patient's admission to the facility, comprehensive pre-operative care, immediate post-operative care, and stabilization for return to the home environment.

### **I POSITION DUTIES.**

- A. To utilize specialized nursing knowledge and discriminative judgment while giving direct and indirect patient care.
  - 1. Responsible for patient's admission and pre-operative care; holistic preparation for surgery, considering all needs, including pre-operative education, escort/family members, psychosocial needs, and acting under established protocols, practices, and standing orders
  - 2. Coordinates pre-operative lab work required for individual patients, documenting and reporting pertinent results
  - 3. Responsible for the patient's post-operative care and stabilization; holistic preparation for return to the home environment, considering all needs, including post-discharge care, escort/family members, educational and psychosocial needs, and acting under established protocols, practices, and standing orders
  - 4. Performs thorough and accurate continual patient assessment, anticipating potential problems and reporting pertinent assessments to the anesthesiologist, supervisor, and/or surgeon appropriately
  - 5. Documents actions in medical record completely and accurately in a timely manner
  - 6. Keeps safety of patient, self, and others a primary concern at all times; acts appropriately in an emergency situation
  - 7. Acts as discharge nurse when assigned, giving holistic and thorough discharge education
  - 8. Demonstrates good nursing knowledge base and rationale for actions, including cardiac monitoring
  - 9. Supervises and directs, as delegated, the activities of non-professional personnel
  - 10. Utilizes equipment and supplies effectively and efficiently, assisting with stocking, replenishing, and preparation of supplies
  - 11. Performs other related duties as assigned by supervisors
- B. To function effectively as a member of the team.
  - 1. Participates as a team member in planning and implementation of patient care; takes responsibility for an adequate patient load, reviews schedule for next day
  - 2. Reports for work in a timely manner and maintains good attendance record
  - 3. Shows flexibility in accommodating schedule changes, i.e. working late or early, changing work days, etc.
  - 4. Utilizes time effectively

5. Organizes work effectively and appropriately to finish in a timely manner, and demonstrates the ability to produce results
  6. Demonstrates the ability to deal with other team members.
  7. Monitors surgery schedule continually, communicating arrivals, cancellations, delays; communicates with reception desk, contacts patients or surgeons who are late
  8. Demonstrates interest and enthusiasm towards work
  9. Contributes to increased morale and positive attitude in the department and facility
  10. Demonstrates the ability to accept change
  11. Requires minimal supervision in daily tasks
  12. Reports pertinent information to Administrator
- C. To support quality activities
1. Participates in on-going committees and other educational programs to enhance patient care
  2. Makes post-operative phone calls, assessing patient status and reporting any pertinent information to supervisor and/or anesthesiologist
  3. Utilizes critical thinking and problem-solving skills, making suggestions for improvement
  4. Performs and documents daily assignments, including general housekeeping and maintenance of work environment
  5. Develops communication skills and promotes inter-departmental relationships to ensure continuity of care
  6. Maintains current CPR certification and any advanced certifications required

## **II. REPORTING RELATIONSHIPS**

A. Immediate Supervisor: Administrator

B. Positions to be supervised: As delegated

## **III. CONTACT WITH OTHERS**

A. Internal: Staff in Clinical and Business Office

B. External: Physicians, Allied Health Professionals, Patients and Families, Representatives of Medical Industry.

## **IV. POSITION CHARACTERISTICS**

It is necessary to perform some overtime beyond regularly scheduled work hours to provide patient care. Additionally, some on-call duty may be required. Because of the nature of patient care and the pace in the pre/post-operative care unit, this job can be stressful.

**V. POSITION REQUIREMENTS**

Physical and mental – requires extensive mobility including standing, pushing, pulling, lifting equipment; lifting, turning, and assisting patients. Potential exists for exposure to blood and body fluids as well as other hazardous materials. Personal protective equipment should be utilized as needed. Must be able to analyze, problem solve, and make decisions quickly and calmly. Employee must be able to work independently as well as within a team. Employee must have thorough knowledge of nursing theory and excellent patient assessment skills. Employee must present professional image. Must be willing to take responsibility and maintain accountability. Employee must possess good organizational and excellent communication skills as well as flexibility. Must have ability to prioritize and handle periods of stress. Requires respect for the confidential nature of the work environment.

**VI. POSITION SPECIFICATIONS**

The Pre/Post-operative Staff Nurse must be a graduate of an accredited School of Nursing and currently licensed to practice nursing in the state. A minimum of one-year experience in acute care/PACU is preferred. Cardiac monitored nursing care preferred. Must have the ability to work independently as well as function within a team; have the ability to assess patient needs, determine priorities, plan and direct pre/post-operative care of the patient; present good public relation skills; and possess the ability to handle stress.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**I have read the job description and understand the functions of the position at this facility.**

\_\_\_\_\_  
Employee Name (Print)

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

\_\_\_\_\_  
Date