

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	CIRCULATING NURSE	Grade	
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Department	SURGICAL SERVICES	Exempt	
Immediate Supervisor	OR COORDINATOR	Non-exempt	X
Supervisor next in line	CCO	Workweek	Up to 40 hrs w/call

POSITION SUMMARY

Provides circulating, recovery in the operating room during surgical procedures and assists surgical team as needed in any other capacity, according to established procedures.
 Assists in provision of outpatient and inpatient surgical patient care pre and post -operatively as needed.
 Cross trains to the endoscopy laboratory and provides patient care and physician assistance in this area.
 Assists in recovery room patient care. Competent to complete needed tasks in central sterile without supervision. Willing to train as scrub nurse to assist the surgical team as needed.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

1. Minimum educational qualifications: Satisfactory completion of an Associate degree in Nursing from an accredited college and current licensure in the state of Montana.
2. Sufficient clinical experience (or willingness and demonstrated ability to train to competency) in the operating room.
3. Licensed as an RN in the state of Montana.
4. Have practical knowledge of, and the ability to apply nursing theory as it relates to the delivery of care to patient and family.
5. Cardiopulmonary Resuscitation (CPR) trained to a HealthCare Provider level.
6. ACLS

ESSENTIAL FUNCTIONS/DUTIES:
(Must be able to perform with or without accommodation)

- 1 Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
- 2 Orients, instructs and trains personnel as needed.
- 3 Cooperates with other personnel to achieve department objectives and maintain good employee relations, interdepartmental objectives, and infection control policies.
- 4 Performs a variety of nursing administrative duties. These include performance improvement projects, patient chart audits, follow-up patient phone or written summary data collection and interpretation, and staffing assistance.
- 5 Provides direct patient care, evaluates outcomes, consults with other specialists as required and adjusts nursing care processes as indicated to ensure optimal patient care.
- 6 Prepares patients for scheduled procedures and assists in patient assessment throughout patient stay.
- 7 Monitors patient's medical condition and reports changes to appropriate personnel.
- 8 Demonstrates sensitivity to patient's comfort and privacy and expresses interest in their progress.
- 9 Assists physicians with examinations, procedures and other processes related to direct patient care.
- 10 Writes initial nursing histories, assesses patients conditions and develops individual care plans for patients assigned to the unit.
- 11 Maintains a safe, comfortable and therapeutic environment for patient/families in accordance with hospital mission and vision standards.
- 12 Monitors and ensures accuracy of recording on patient medical records. Maintains all required reports, chart forms, records, and statistics and is able to collate and interpret this data meaningfully.

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13	Ensures an adequate stock of supplies and proper functioning of equipment throughout the individual and collective care areas.
14	Assists the surgical team during operative procedures.
15	Inspects patient care areas daily for compliance with policies, procedures, regulations and standards and takes corrective action when violations occur.
16	Enhances professional growth and development through participation in educational programs, current literature, inservice meetings, and workshops. Position requires at least 24 hours of continuing education CEU's every 2 years.
17	Attends meetings as required.
18	Performs other related duties as assigned or requested.

Knowledge, Skills, Abilities:

1. Applicant should have, or be willing to attain, an intimate knowledge of and familiarity with all operational aspects of surgical nursing services. Technical and clinical leadership skills in surgical nursing care are essential. Must possess interpersonal skills sufficient to foster inter-departmental teamwork.
2. Knowledge and ability to operate independently should extend to patient care in post-anesthetic recovery and endoscopy lab.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

X	Radiation	
X	Noise	
X	Other (Specify)	Anesthetic agents, ethylene oxide, cold sterilization agents (e.g. glutaraldehyde)

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date