

**CLAIBORNE MEMORIAL MEDICAL CENTER**  
**Nursing Department**  
**Job Description**

**DAY SURGERY NURSE**

**STATEMENT OF PURPOSE:**

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of your department, an employee of the hospital, and a contributor to the health and wellbeing of the patients we service; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

**JOB SUMMARY:**

The Day Surgery Nurse directs and manages nursing care in the ambulatory surgery unit. Ensures that patients are admitted and discharged efficiently and consistently.

**GENERAL DUTIES:**

1. Support your manager and administration in the implementation of the hospital's mission, vision, and overall goals.
2. Actively participate as a member of your department by providing excellent customer service, identifying areas for improvement and implementing operational changes.
3. Assist your department in providing efficient and effective patient care by actively participating in the orientation process, your department meetings, available educational events, personal performance evaluations, and focused counseling opportunities.
4. Promote high standards of performance by exhibiting compassion and professionalism at all times and by being responsible for your actions, attitude, and body language.
5. Communicate in a timely and effective manner using multiple communication mediums. This includes notes, e-mails, phone calls, one-on-one interaction, and participation in meetings.
6. Support performance improvement monitoring by collecting data, reporting incidents, identifying patient care problems and providing performance information to your manager.
7. Assist your manager in meeting departmental budget goals, identifying capital equipment needs, and developing new strategic goals for the department.
8. Follow all departmental and hospital policies. Request clarification and guidance if needed.
9. Keep track of equipment and supplies to make sure your department retains the tools needed to provide patient care and to assure departmental resources are used wisely.
10. Manage your time to assure you clock in and out as scheduled, complete your assignments within the scheduled timeframe, and minimize changes in the departmental work schedule.

**SPECIFIC DUTIES:**

1. Ensure all Ambulatory Surgery patients have someone to drive them home.
2. Consistently and efficiently admit, treat, and discharge ambulatory surgery patients.
3. Be sure the family has all valuables or have admissions lock up in the safe to be retrieved at discharge.
4. Explain the procedure and do patient teaching before the patient signs the consents.
5. Prepare chart for surgeons and surgery staff.

6. Perform day surgery checklist.
7. Ensure all orders are performed.
8. Obtain V/S before and after surgery. Continue with v/s hourly until discharge.
9. Order any additional tests or procedures as ordered.
10. Remove all lines if tolerating food and or fluids.
11. Provide oral and written discharge instructions.
12. Coordinate post op appointments.
13. Keep area clean and stocked.

#### **QUALIFICATIONS:**

1. Graduate of an accredited school of nursing.
2. Registered nurse preferred. Licensed Practical Nurse who works under the supervision of the Surgery Nurse Manager.
3. Certificated BLS, ACLS, PALS, and CPI.
4. Required to maintain moderate sedation education every two years.
5. Required to have six months experience in medical surgical nursing.
6. Required to participate in annual Infection Prevention education.
7. Required to follow Infection Prevention guidelines (i.e., proper use of isolation precautions, proper use of PPE, etc.)
8. Required to follow all Employee Health protocols (i.e., annual TB skin test, annual flu vaccine, annual physical)
9. Required to attend all mandatory inservices including departmental meetings.
10. Required to be a role model and support person for Surgery staff.
11. Required to participate in monthly PI.
12. Required to have basic computer knowledge.
13. Required to have the ability to communicate effectively in English, both written and verbally.
14. Required to pass pre-employment drug screen and random drug screens.
15. Complete annual training including HEAT, Ethics, Omnicel, and formalin safety.

#### **PROFESSIONAL REQUIREMENTS:**

1. Adheres to dress code, appearance is neat and clean.
2. Completes annual education requirements.
3. Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.
4. Maintains and ensures patient confidentiality at all times.
5. Reports to work on time and as scheduled, completes work within designated time.
6. Wears identification while on duty, uses computerized punch time system correctly.
7. Completes inservices and returns in a timely fashion.
8. Attends annual review and department inservices, as scheduled.
9. Attends at least 10 staff meetings annually, reads and returns all monthly staff meeting minutes.
10. Represents the organization in a positive and professional manner.
11. Actively participates in performance improvement and continuous quality improvement (CQI) activities.
12. Complies with all organizational policies regarding ethical business practices.
13. Communicates the mission, ethics and goals of the hospital, as well as the focus statement of the department.

**STAFFING/SCHEDULE:**

Schedules are provided for each department in a four (4) week time frame. Depending on needs of the department (i.e., census, employee illness, vacation requests, etc.) staff may be asked to work other shifts to cover the department with the appropriate number of staff. This includes:

1. Working shifts that are not the employee's normally scheduled shifts.
2. Working different departments that are not the employee's normally scheduled department.
3. Working times that are not the employee's normally scheduled time (i.e., 7a – 7p, 7p – 7a).
4. Taking call for the unit – Call means that you do not report to work unless the need arises and you are notified that extra staff is called to work. Taking call means that you are available for a set time frame, normally a 12 hour shift, and that you can report to work within 30 minutes after notification, and will work the shift or until the need for extra staffing has been fulfilled.
5. If asked to work a different shift or to take call, the employee will be paid according to the facilities set shift differential and call pay rates.

**PHYSICAL DEMANDS:**

1. Walking and/or standing approximately 90 % of the day.
2. Sitting approximately 10 % of the day.
3. Must be able to lift up to 20 lbs. less than 50 % of the day.
4. Must be able to bend, stoop, kneel, and reach over the head less than 10% of the day.

**DISCLAIMER:**

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

**RESPONSIBILITY:**

The Day Surgery Nurse is directly responsible to the Surgery Nurse Manager.

**ACCEPTANCE:**

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**Signature**

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**Date**