

## **JOB DESCRIPTION**

**POSITION:** Recovery Room Registered Nurse

**REPORTS TO:** Office Manager

**JOB SUMMARY:** The registered nurse in the pre-operative area and recovery room will be responsible for the patient while in these areas. She is the patient advocate and assures that quality care is administered.

**CONTRACT:** Contract employee working 15-20 hours per week

### **EDUCATION AND EXPERIENCE:**

1. All Registered Nurses at our office must have, on file, their license to practice in the state of Iowa.
2. Maintain re-licensure requirements.
3. Five years of Recovery room experience with preference being in a surgical specialty or related field.
4. Stable, mature, and dependable.
5. Has successfully completed basic CPR course and updates on a yearly basis.

### **ESSENTIAL SKILLS AND ABILITIES:**

1. Has capacity for making quick, intelligent decisions, and initiating appropriate actions.
2. Is stable, mature, and dependable.
3. Possesses excellent communication skills and presents a friendly, caring manner which puts patients at ease.
4. Excellent bedside manner.
5. Ability to administer medications.
6. Presents a highly professional image.
7. Good computer skills.

### **RESPONSIBILITIES:**

#### **1. Procedures**

On Day of Surgery – As Needed

- Identifies patient and assess patient's chart for completeness and establish basic interventions for patient care:
  - Review patient history.
  - Records base line.
  - Assess patient's physical status.
  - Check medications ordered, administered, and effects noted.
  - Informs surgeon or anesthesiologist of change in patient status.

*(continued)*

**RESPONSIBILITIES**

- Review pre-operative teaching regarding events to take place in recovery room and operating room:
  - Moving to OR.
  - Expectations during surgery.
- Provide emotional support for patient pre- and post-operatively.
- Assist in:
  - Start IV.
  - Attach leads to cardiac monitor.
  - Attach pulse oximeter.
  - Apply oxygen.
- Assist patient to operative suite.
- Complete operative records.

***Post-Operatively***

- Assist in escorting patient from operative suite to recovery room while assessing the post-operative status.
- Initiate appropriate monitoring utilizing any necessary equipment: O<sub>2</sub>, suction, possible EKG, and blood pressure cuff.
- Receive report from OR staff and documents care given.
- Checks patient for level of consciousness, blood pressure, pulse and respiration every 15 minutes or as frequently as indicated by patient's condition.
- Checks dressings as needed. Alerts surgeon if bleeding is present. Notes patient's skin color, skin temperature, and IV state.
- DC IV after patient demonstrates ability to take and retain food and/or fluids.
- Document in EMR which reflect care that is pertinent and concise to the patient's status.
- Makes an entry of any untoward events during nursing care and reports them to the CRNA and/or Surgeon.
- Records accurately affect intervention and patient's response.
- Involves patient and family members in pre-op and post-op teaching and planning.
- Assist in discharge of the patient:
  - Criteria for discharge:
    - Taking and retaining fluids.
    - Vital signs stable.
    - Patient has been up, alert, and mobile.
  - CRNA will check patient and write the discharge order.
  - Escorts and transfers the patient to their vehicle.

***(continued)***

**Recovery Room Registered Nurse**  
**Page 3**

- Assures patient chart is complete, including:
  - Condition on discharge.
  - Ambulatory status.
  - Time and mode of discharge.
  - Wound and dressing condition.
  - Discharge information/information sheet.

**2. General Responsibilities**

- Cleans and stores non-disposable supplies and equipment. All equipment is damp dusted with phenolic or sterilized at the end of the day. Assist director of nursing in improving teaching program for staff members.
- Review all policies and procedures on a yearly basis.
- Attend update and continuing education courses relevant to specialty field.
- Provide a safe environment for treating surgical patients to prevent cross-infection.
- Obtain current basic CPR card and maintain ongoing in-service in basic cardiac and respiratory emergencies.
- Assist in cleaning and terminalization of pre-/post-op room, supplies, and equipment.
- Assist in putting supplies away as needed.
- Participate in on-going quality assurance programs.
- Write legible notes, which reflect care that is pertinent and concise to the patient's status.
- Communicate effectively, maintaining harmonious interpersonal relationships.
- Maintain and be cognizant of HIPAA and all privacy policies regarding our patients and their family members.
- Help with laundry in between surgeries.
- Help answer and address patient phone calls when needed.