



**Position Title:** 23HR Registered Nurse

**Supervisor:** Executive Director

**Supervises:** Clinical staff

Effective: 10/2021

Updated:

Job Summary:

The 23hr Registered Nurse, under minimum supervision, provides safe, quality patient care in the 23hr unit, adhering to all policies and procedures of the facility. The Registered Nurse is accountable for the assessing, planning, implementing and coordinating patient care from admission to the 23hr department to discharge to home. The Registered Nurse functions as a patient advocate utilizing the Patient's Bill of Rights. The 23hr Nurse is responsible for the achievement of patient outcomes in accordance with the mission of the Center. He/she demonstrates professional growth and development by accepting responsibility and accountability for one's nursing practice.

Key Areas of Responsibility:

1. Ability to provide patient care in the 23hr ambulatory surgery center setting utilizing the nursing process.
2. Ability to correlate clinical data with patient's medical and nursing care.
3. Ability to set priorities.
4. Ability to provide direction to others that is clear, concise and promotes efficiency.
5. Ability to communicate well with patients, families and co-workers.
6. Ability to work effectively in stressful situations.
7. Ability to work with others within a team environment.

Clinical Activities Expectations:

1. Assesses patient status on admission to 23hr unit, and on a continuing basis.
2. Provides safe, therapeutic and quality patient care to the 23hr patient by utilizing the nursing process and nursing diagnosis in a timely manner and by setting appropriate priorities. Coordinates nursing interventions to enhance achievement of expected outcomes and to ensure readiness for discharge.
3. Ensures provision of patient care daily in an organized and timely manner.
4. Utilizes nursing care standards when planning and implementing patient care.

5. Communicates appropriate information to surgeons and anesthesiologists concerning patient care.
6. Safely carries out physician's orders correctly and promptly, documenting all activities.
7. Completes admission and discharge procedures safely, providing proper pre-operative and post-operative discharge instructions.
8. Initiates and participates in patient and family education. Assesses learning needs according to patient's level of understanding and readiness to learn.
9. Displays an understanding of each patient's cognitive, physical, emotional and chronological maturity in the assessments, treatment, and care.
10. Demonstrates complete understanding of established emergency procedures for the Center.
11. Demonstrates the ability to direct and provide for patient care in emergency situations.
12. Demonstrates the ability to make decisions concerning Center based problems.
13. Participates in the orientation of nursing and ancillary staff as requested.
14. Participates in developing standardized patient education programs as requested.
15. Participates in the Quality Improvement Program activities including identification of opportunities for cost reductions and efficiencies.
16. Works to achieve and maintain regulatory certification and accreditation of the Center.
17. Practices infection control and standard precautions as directed in policies and procedures and per OSHA standards.
18. Completes all employee/patient incident documentation in a thorough and timely manner.

*Professional Responsibilities:*

1. Fosters a positive and professional environment by interacting with all persons in a considerate, helpful and courteous manner.
2. Maintains confidentiality of Center and patient information as required by Center policy.
3. Displays a caring and responsive attitude and conducts all activities respecting patient, family and employee rights and expectations.
4. Documents all patient information according to established standards of care, policies and procedures.
5. Provides an accurate, concise and pertinent report about the patient's condition and response to care to relief personnel.
6. Attends and participates in all applicable training and development workshops scheduled by the Center.

7. Maintains and displays appropriate knowledge of professional development through printed material or other sources.
8. Attends professional training seminars when appropriate for job development and shares information with other staff members.
9. Ability to provide a unit based inservice, as requested.
10. Participates in Center Marketing as requested.
11. Maintains dress and appearance according to the Center dress code.
12. Diffuses/resolves conflict by appropriately communicating with those involved.
13. Participates in the Quality Improvements Program activities including identification of opportunities for cost reductions and efficiencies.
14. Accepts constructive criticism and gives suggestions in a professional manner.
15. Maintains required professional licensure.
16. Demonstrates the willingness to assume charge nurse responsibility as assigned.

Education:

1. Graduate of an accredited school of nursing.
2. Current Wisconsin Board of Nursing license. Successful completion of BLS, completion of ACLS within 1 year of hire.
3. Preferred two years of medical/surgical or ICU experience. Will train the right candidate.
4. Demonstrated interpersonal communication skills in order to facilitate effective interaction with a variety of health care professionals and personnel.
5. Ability to work with minimal supervision and have the capability to organize and prioritize work efficiently to achieve the Center goals and desired patient outcomes.

Working Conditions:

1. Good visual and hearing acuity.
2. Ability to lift/transfer patients in excess of 100 pounds, which may require pushing, pulling, and utilizing a full range of body movements. Ability to stand, walk, stoop, kneel, crouch and/or crawl.
3. Ability to withstand prolonged periods of standing and walking. Periodic exposure to possible injury when lifting requires proper body mechanics and adherence to safety procedures.



**Based on the OSHA guidelines for protection against occupational exposure to Hepatitis and HIV, this position is described as Category I. This means that this position has exposure to blood and body fluids. Policies are in place for Universal Precautions identifying risks and appropriate barrier protection.**

**ACKNOWLEDGEMENT: 23HR Registered Nurse**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Board. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

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Employee Signature

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Date

Surgery center / job description / 23hr registered nurse