



Licensed Nurse Peri-Operative

Department: NICLC

Reports to: NICLC Manager

FLSA Status: Non-Exempt / Hourly

Revision Date: 5/18/2018

Summary:

Responsible for admission of the patient prior to surgery to include a nursing assessment, patient teaching, evaluation of laboratory work, and pre-op medication administration if necessary.

Minimum qualifications:

- Graduate of an accredited school of nursing.
- LPN licensed in the State of Idaho.
- Maintains BLS certification, obtains ACLS certification within 1 year from date of hire.
- Willingness to attend all required education presentations

Knowledge, Skills, and Abilities Required:

- Demonstrates knowledge of the organization, structure, philosophy, objectives, policies, and procedures of NICLC.
- Demonstrates ability to obtain information on current trends and developments in nursing, outpatient surgery, and ophthalmology care.
- Demonstrates knowledge of and utilizes skills for prevention of the spread of infection.
- Prefer to be actively involved in professional organizations and in continuing education programs relevant to care of eye surgery patients.
- Knowledge of disaster and emergency policies and procedures.
- Knowledge of effective interpersonal relationships.
- General knowledge of nursing theory and practice including:
 - The Rights of Medication administration and side effects.
 - Nursing assessment.
 - Laboratory values.
 - Principles of patient teaching.

Duties and Responsibilities:

- Responsible for supervision of the peri-operative assistant(s) to include assigning tasks and reviewing work practice, especially assessing the reported findings.



- Communicate concerns for patient safety to surgeon, anesthesia and the OR team as appropriate.
- Responsible for the following tasks (Note: may delegate some of these tasks to the nursing assistant within the assistant's scope of practice):

Beginning of each surgery day

- Make sure adequate emergency equipment, supplies and medications are available to complete entire surgery schedule.
- Report any supply or medication needs to the Nurse Manager by written request or if an immediate need verbally.
- Coordinate care of patients with other RN's, the nursing assistants and Front Desk.

Patient Care – Pre-op

- Introduces self to patient and complete nursing admission interview after confirming patient identification.
- Review the record for orders and confirm surgery and correct consent.
- Take and record vital signs.
- Initiate and complete eye drops and other medications if ordered following written doctor's orders.
- Escort patient to pre-op area and assist patient into chair.
- Assist patient into cover gown.
- Applies shoe covers, hair covers and blanket to patient if desired.
- Apply monitor equipment and Oxygen via nasal cannula.
- Start IV using clean technique and secure well with tape.
- Prepare and label local anesthetic injection per policy.
- Communicate any gross abnormalities to anesthesia and surgeon.
- Assist as needed by anesthesia and surgeon in local anesthetic injection, IV sedation will be administered by anesthesia, and block injection will be administered by surgeon. If directed by anesthesia the nurse (RN only) may administer small doses of Versed in Pre-op (1 mg or less) while monitoring oxygen saturation. The patient must remain under direct observation if given IV sedation.
- Complete documentation and appropriate portion of Surgical Safety checklist.
- Assist as needed in transporting patient to OR.
- Wipe down environment and/or chair with anti-microbial wipes between patients.

Patient care – Post-op

- Communicate with anesthesia or O.R. team to provide safe and appropriate care.
- Assess patient for pain level and provide comfort measures.
- Take at least one set of vital signs (BP, Temp, pulse, respirations), more if condition indicates. If patient is overly sedated, consider applying continuous monitoring and pulse oximeter.
- Report any variance in normal post-operative recovery to anesthetist and surgeon.
- Obtain any ordered testing such as blood glucose.
- Offer snack choices. Encourage patient to eat and drink fluids.



- Review and record discharge criteria; complete charting.
- Review post-op instructions and give copy to patient and/or responsible party.
- Discontinue IV and cover site with dressing. Demonstrates knowledge of and utilizes skills for prevention of infection. Verify first if the patient is on anticoagulant medications and apply pressure for a time sufficient to stopping bleeding. Assess the site prior to placing a bandage or dressing over the site.
- Review all discharge instructions with patient and if able the accompanying adult, provide appropriate copies of documents to the patient.
- When patient is stable, and all criteria met, they may be discharged.
- Verify with accompanying adult, or patient if un-sedated, the return of patient belongings.

End of Day

- Assist the team in cleaning procedures such as wiping down chairs carts, equipment and counters with anti-microbial solution.
- Straighten all carts and trays; restock as needed.
- Put away all supplies.
- Empty linen hamper.
- Strive to leave pre-op/post-op area neat, orderly and well stocked.
- Assure an adequate supply of items needed for the next days surgery.
- Assist other team members with end of day chores when able.
- Prepare the charts for patients coming in the next surgery day.
- Make patient follow-up calls (may also be done during the day by second nurse if schedule allows).
- Oversee the process or assist with disinfection of laser lenses when used.

Weekly

- Remove all items from cart in pre-op and post-op and clean surfaces.
- Restock all drawers and areas in pre and post-op.
- Verify all medications are appropriately labeled and stored.
- No Multi-dose vials are kept in the pre-op area once opened.
- Restock the block and medication prep art in the supply room.
- Verify the laser cupboards are stocked and all medications used by the surgeons are labeled and dated appropriately.
- Verify that needed supplies or medications are added to the order book.

Quarterly

- Participate in Terminal Cleaning of all areas

Safety:

North Idaho Eye enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and



serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is typically performed in an interior clinical office setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries and emotional states of mind.

Acknowledgement:

I have received, read and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature Date

Employee Name – Please Print