



Registered Nurse Circulator

Department: NICLC

Reports to: NICLC Manager

FLSA Status: Non-Exempt / Hourly

Revision Date: 6/14/2018

Summary:

Responsible for the patient from the time he/she enters the O.R. suite, during the surgical procedure, and after surgery until his/her care has been turned over to the post-op nurse.

Minimum qualifications:

- Graduate of an accredited school of nursing.
- RN licensed in the State of Idaho.
- Maintains BLS certification, obtains ACLS certification within 1 year from date of hire.
- Precious O.R. experience preferred.
- 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.
- Principles of aseptic and sterile technique.
- Medications relevant to eye surgery and anesthesia.
- Knowledgeable of others personnel job descriptions with whom he/she shares patient care.
- 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 licensed nurse peri-operative(s) as well as 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

- Check to see that supplies and medications are adequate to complete the day's scheduled cases.
- Verify first set of instruments have been sterilized in autoclave.
- Plug in all equipment and check for proper functioning.
- Report any supply or medication shortages to surgery coordinator.
- Verify Oxygen is functional.
- Maintain comfortable atmosphere.
- Maintain cleanliness:
 - Clean furniture and tables between cases with approved solution.
 - Arrange furniture in O.R. to suit case

Patient Care – Before Procedure Preparation

- Don mask – masks are worn always in the O.R.
- Greet patient by name and introduce self.
- Assist patient positioning as appropriate.
- Makes patient as comfortable as possible.
- Review patient information in chart.
- Re-assures patient as needed
- Assists scrub nurse.
- Tie gown.
- Open any additional supplies as needed.
- Assist with equipment set up between cases.
- Assist with pre-op prep when appropriate.
- Assist scrub with draping if needed.
- Tie surgeons gown.
- Help position equipment as needed.

Patient care – During the Procedure

- Be alert to needs of the surgical team at all times.
- Dispense sterile supplies as needed.
- Handle pathology specimens as specified.
- Documentation on chart.
- Clean, set up, and autoclave instruments for subsequent case.



- Verify accuracy of intra-ocular lens (IOL) pulled for implantation against order in chart.

After the Procedure

- Assist in administering medications and post-op dressings.
- Remove monitoring equipment and assist patient into post-op chair.

Between Cases

- Assist in cleaning and disposing of surgery items.
- Clean off table top, O.R. char, and mayo stand with approved solution.
- Set up room for next case.

After the Last Procedure

- Assess O.R. cupboards for stocking needs and report to coordinator.
- Put away all unused supplies. Check in new supplies and restock cupboards.
- Clean phacoemulsification unit.
- Turn off autoclave and other equipment. Turn of main power unit.
- Wipe down counters and clean utility area.
- Assist other team members with end of day chores as needed.
- Lock up medications and the surgery door.
- Set up instrument tray for first case of the following surgery day.

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