

JOB TITLE: Registered Nurse First Assistant	DEPARTMENT: Surgical Services	POSITION OF SUPERVISOR: Director of Surgical Services
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40 hours/week Call Required with 30-minute response	EFFECTIVE DATE:

Position Summary:

Functions as the assistant to the operating surgeon during the operative procedure and provides comprehensive nursing management and care during the perioperative phase. The Registered Nurse First Assist (“RNFA”) should be experienced in both scrub and circulating nurse roles and have excellent skills for patient care. In addition, the RNFA must demonstrate leadership skills that foster positive teamwork in the surgery department. The RNFA must have the maturity to work effectively with everyone in the surgery department and a demonstrated ability to productively solve issues/problems.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	Graduate from an accredited school of nursing; BSN preferred Completed an accredited RNFA program that meets the criteria set out in the AORN Standards for the RN First Assistant Education programs.
Experience:	Three (3) years of perioperative nursing experience in both scrub and circulating roles. Must have knowledge of surgical anatomy, physiology, and operative technique relative to operative procedures. Experience working in gastroenterology endoscopy lab preferred.
Special Skills, Licenses or Certifications:	<ul style="list-style-type: none"> • Current RN licensure in Colorado or compact state in good standing • Required Certifications: BLS (Basic Life Support) • Preferred Certifications: ACLS (Advanced Cardiac Life Support), PALS (Pediatric Advanced Life Support), CNOR (Certified Nurse in Operating Room), CRNFA (Certified Registered Nurse First Assistant) • Preferred experience in Orthopedic, General, Gynecology, Gastroenterology, Ophthalmology surgical procedures • Basic computer knowledge (Microsoft Office, Electronic Health Record)
Language Skills	<ul style="list-style-type: none"> • Demonstrates ability to read, write, and clearly express one’s self in English 100% of the time; additional languages preferred • Demonstrates ability to listen • Demonstrates ability to clearly conveys thoughts in speech and written word
Physical/Mental/Special Demands:	Lifting a minimum of <u>50</u> pounds may be required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking and long periods of sitting. Ability to initiate CPR 100% of the time. Must have fine motor skills 100% of the time. Full range of body motion including handling and lifting patients. Pushing and pulling heavy objects. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. Good mental health. Demonstrate tact, versatility, and dependability. High degree of self-motivation and directional initiative. Ability to function independently. Ability to cope and remain calm in escalating situations. Must consistently demonstrate compliance with organizational-wide

	competency statements and performance criteria based on established quality indicators.
Work Environment:	Work is performed in a hospital setting that is physically demanding and a high stress environment with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients. Working irregular hours including on call hours.
Cross-Training of Position:	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: OR Scrub Tech and Perioperative RN/OR Circulator.

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with **all** PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, competencies, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Collaborate effectively with other disciplines as applicable.
6. Be courteous, respectful, honest, positive and solution-oriented in dealing with others.
7. Communicate and document accurately, clearly, and effectively both orally and in writing.
8. Possess excellent organizational skills and the ability to multi-task.
9. Work independently and perform the job with minimum supervision.
10. Checks email at least once daily when on shift.
11. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
12. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
13. Act as a patient advocate and maintain privacy and confidentiality of individuals and health information.
14. Respect the importance of compliance and quality programs and adhere to the obligations of the same.
15. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
16. Participate in employee training, Disaster Preparedness and emergency events.
17. Complies with PSMC Code of Conduct.
18. Adheres to all obligations and ethics of the Colorado Nurse Practice Act and licensure.
19. Perform other job duties, as assigned by the Director of Surgical Services or any other supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Applies the principles of asepsis and infection control.
2. Uses surgical instruments skillfully in ways consistent with the design and purpose.
3. Performs RNFA interventions consistent with PSMC procedure established by the Director of Surgery and/or as directed and supervised by the surgeon:
 - a. Performs appropriate treatments as ordered by physician in an accurate and timely manner.
 - b. Performs positioning, prepping and draping of the patient.

- c. Handles tissue appropriately to reduce the potential for injury, sutures tissue and applies dressings to the wound under the direction of the surgeon.
 - d. Provides hemostasis by clamping blood vessels, coagulating bleeding points, ligating vessels, and by other means as directed by the surgeon.
 - e. Provides exposure through appropriate use of instruments, retractors, suctioning and sponging techniques.
 - f. Communicates information to the family as appropriate.
 - g. Evaluates the patient post operatively and participates in discharge planning.
 - h. Participate in postoperative patient care as directed by the operating surgeon- To include post op rounds, wound care, patient and family education, patient assessment.
 - i. Activities and assessments will be documented in the patient’s medical record.
4. Assists in transporting the patient postoperatively from the OR/Procedure Room to the post-anesthesia care unit (PACU).
 5. Communicates information to the post-anesthesia care unit (PACU).
 6. Execute nursing activities to provide life support in an emergency situation by taking appropriate action and/or providing direction/assistance to health care team members.
 7. Attends department and medical staff meetings, trainings, and task forces, as appropriate.
 8. Pursues professional growth and maintains specialized knowledge and skills in perioperative nursing practice by participating in professional organizations and on-going continuing education/in-service training with emphasis in perioperative practice.
 9. Must meet and be able to perform effectively all the standard job requirements.
 10. Meets the qualifications as set forth herein.

Approved by:

	Director of Surgical Services	
(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without a reasonable accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)