



An Affiliate of
MERCYONE



504 N. Cleveland St, Mt. Ayr, IA 50854

E-mail: hr@rchmtayr.org

Phone: (641) 464-3226

Surgery RN

Department: Surgery

Position: Full Time, Non-Exempt

Brief Description of Job:

- Assumes responsibility and accountability for assigned patients in the surgery department and Surgery Clinic.
- Provides clerical and nursing support to other hospital departments and clinics as needed
- Schedules patients for minor and major procedures within the surgical department
- Schedules outpatient infusions and injections
- Provides professional nursing care to these patients incorporating the nursing process, other health care members and necessary technical equipment into their plan of care
- Supervises care as delivered by department LPN

Essential Functions:

- Handles telephone traffic both into and out of the office and properly forwards phone calls when needed.
- Operates various office and clinical equipment.
- Schedules patients for preoperative teaching, procedures, surgical cases, plus outpatient infusions and injections as ordered.
- Prepares charts ensuring all pertinent clinical information, test results, etc. plus outpatient infusions and injections as ordered.
- Provides individualistic patient and support person(s) teaching preoperatively based on the procedure scheduled and each patient's comprehensive medical history and needs.
- Obtains vital signs manually and via monitor.
- Performs preoperative, intra-operative, circulating, post operative/anesthesia and outpatient infusions, injections, patient care as assigned and provide appropriate interventions that promote safe patient care outcomes.
- Performs emergency patient resuscitation per BLS and ACLS algorithms and/or physician, CRNA instructions.
- Administers chemotherapy safely following established protocols and physician orders.
- Supervises patient care as delivered by LPN or Nursing Assistant.
- Works independently with limited direct supervision using the Nurse Practice Act, Ringgold County Hospital policies, nursing standard of care and professional judgment.
- Performs documentation in the medical record accurately, concisely and in a timely manner.
- Practices effective problem identification and resolution skills within the department and cross departmentally while promoting a cooperative atmosphere.
- Assumes responsibility for knowledge of end adherence to hospital policy and nursing standards. Demonstrates an awareness of responsibility and accountability for own nursing practice.
- Participates actively in staff and team development plus orientation activities.



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- Cover coworker's assignments and tasks to allow others a proper break and lunch as able.
- May be asked to assist in other areas of RCH and MAMC as needed.
- Works assigned shift/shifts, holidays, on-call as scheduled. (On-call may involve coming in on nights, weekends, and holidays).
- Coordinates nursing care and patient flow assuring proper patient hand off reports when transferring care to another staff member/department.
- Trains and functions as scrub nurse in the operating room as needed.
- Train and assists physician as first assistant during surgical procedure as needed.
- Maintains patient care supplies and equipment within the unit.
- Assist with clerical and nursing care in other departments when needed including but not limited to:

- Answering phones and transferring calls when needed
- Patient and Visitor navigation
- Rooming clinic patients

Performing patient care including but not limited to: vital signs, personal hygiene and bathing, patient sitter for safety, passing food trays and feeding patient when needed,

Educational/Experience Requirements:

- Graduate from an accredited school of Nursing
- Current licensure as a Registered Nurse in the State of Iowa or compact state
- Previous operating room and/or emergency room experience preferred
- BCLS and ACLS certification
- Ability to train and certify in the administration of chemotherapy
- Understands HIPAA regulations and privacy of patient and employee information



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