



Position Description for OR/PR Circulator

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| <u>Manager</u> | Rick Williams; ASC Clinical Director |
| <u>Location</u> | 5560 Kietzke lane Reno, NV 89511 |
| <u>Type of Position</u> | Full Time, Monday to Friday |
| <u>Status:</u> | Nonexempt |

General Duties

The OR/PR Circulator plans and performs all nursing care for patients who will undergo surgery and other invasive procedures. The OR/PR Circulator works by collaborating with other members of the team including the anesthesiologist, surgeon, surgical technologist, surgical assistant, and other personnel. They render expert pre-, intra- and post-operative nursing service. General duties include but are not limited to:

- ❖ Assesses, plans and evaluates the nursing care needs of the patient before, during and after a surgical procedure.
- ❖ Provides nursing care to the patient undergoing surgical procedures to include circulating and scrubbing.
- ❖ Provides comfort and support for pre-operative patients.
- ❖ Participates in the care of patients receiving conscious sedation.
- ❖ Carries out physician orders.
- ❖ Administers prescribed medications, applies dressings, and monitors vital signs.
- ❖ Assists physician during procedures.
- ❖ Maintains aseptic techniques and actively monitors situations which could lead to breaches in aseptic technique.
- ❖ Coordinates the operating room with respect to sterility, cleanliness, availability of functioning equipment and supplies.
- ❖ Ensures the proper handling of specimens.
- ❖ Serves as the primary coordinator of all disciplines for well-coordinated patient care.
- ❖ Monitors, records, and communicates patient condition as appropriate utilizing computerized documentation systems.
- ❖ Other duties as assigned.

Knowledge, Skills, and Abilities

- ❖ Ability to function safely and effectively in a surgical environment.

- ❖ Solid understanding of patient safety and precautions.
- ❖ In-depth knowledge of surgical operation procedures.
- ❖ Excellent knowledge of aseptic and sterile techniques.
- ❖ Ability to think critically and problem solve, making rational and appropriate decisions.
- ❖ Ability to work in a fast-paced environment.
- ❖ Ability to interact with patients and family in such a manner as to inspire confidence and gain patient's cooperation.
- ❖ A great team player with excellent communication skills.
- ❖ Ability to effectively send, receive and respond to information effectively in English; including the ability to read, write, listen, speak observe and use computers.
- ❖ Top level customer service attitude and compassion for patients and customers
- ❖ Availability to work shifts that rotate between days, and evenings.
- ❖ Above average ability to plan and implement patient care.
- ❖ Ability to utilize resources in a timely, organized, and cost-effective manner.
- ❖ Demonstrates a willingness to look at new ideas and work in a changing environment.
- ❖ Supports initiatives designed to improve individual and organizational performance.
- ❖ Provides appropriate patient care across the age span.
- ❖ Understands, verbalizes, and participates in the quality improvement process.
- ❖ Participates in medical records QAPI

Education and Experience

- ❖ Graduate of an accredited school of nursing and holds current licensure as a Registered Nurse in the State of Nevada.
- ❖ Three+ years of OR experience preferred.
- ❖ Current BLS and ACLS certification required.
- ❖ Specialized knowledge, skills, and abilities in perioperative nursing.

Systems Used in Position

- ❖ Microsoft Work
- ❖ Microsoft Excel
- ❖ Microsoft Outlook
- ❖ Microsoft Teams
- ❖ Mitel Phone system
- ❖ ShoreTel Contact Center
- ❖ athenaNet
- ❖ Fax Finder Client
- ❖ HST

This position requires successful completion of a pre-employment background check, to be conducted following a conditional offer of employment.

Surgery Nevada supports and encourages workplace diversity. Qualified women, minorities, and individuals with disabilities are encouraged to apply. Urology Nevada maintains a drug-free workplace