

**PUNXSUTAWNEY AREA HOSPITAL
POSITION DESCRIPTION ADDENDUM**

Position Title: Assistant Head Nurse / Nurse Manager

Job Grade:

Department: Operating Room

Date Revised: 06/01/2022

Supervisor: Nursing Supervisor; Head Nurse / Nurse Manager

Employees Supervised: Registered Nurses, Licensed Practical Nurses, Surgical Technicians, Unit Secretaries

JOB SUMMARY: The Assistant Head Nurse (Nurse Manager) is accountable to the OR Manager for the implementation of the philosophy, goals, and standards of the nursing department on the unit level. It is the responsibility of the Assistant Head Nurse to direct staff members in the delivery of nursing care. This management involves direct supervision of nursing staff in the provision of nursing care and assuring the availability of support services which facilitate this care.

The Assistant Head Nurse will serve as a resource to staff, interpreting philosophy, goals, standards, policies and procedures, therefore, the Assistant Head Nurse will participate in varying degrees in policy formation and decision making with other members of the nursing management team. The Assistant Head Nurse is the vital link between nursing management and the staff which delivers care to the consumer. It is the Assistant Head Nurse's responsibility to assure that service delivery is therapeutically effective as well as cost effective.

The Assistant Nurse Manager shall function as a client advocate as well as a liaison between nursing staff and other disciplines. As a role model for collaborative practice, the Assistant Head Nurse will demonstrate effective and efficient delivery of care to the consumer.

The Assistant Nurse Manager shall, therefore, be responsible for the administration of the unit including planning, budgeting, managing staff, and evaluating the operations of the unit. Performs scrub duties and related procedures. Performs circulatory duties and related procedures. Performs housekeeping duties as necessary and assists in maintenance of all supplies. Provides assistance in emergency procedures as well as elective and schedule cases. The Assistant Nurse Manager will be supported in these functions by the OR Manager and other nurse / non-nurse managers to effect positive client outcomes.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES ADDENDUM:

ESSENTIAL FUNCTIONS:

Evidences knowledge of the Corporate Compliance, Confidentiality of Information, and Ethics policy and adheres to the guidelines of the policy relative to position and licensing standards and other regulations and governing agencies of the organization.

Prepares room with appropriate instruments, sutures, supplies, and equipment necessary for each procedure as outlined in the department policy/procedure manual; regularly refers to the procedure manual whenever in question to always ensure accuracy.

Demonstrates close attention to details of aseptic techniques at all times.

Counts or assists in accounting for all sponges, needles, and instruments during an operative procedure. Knows proper procedure to follow in case of an incorrect count. Reports discrepancies and/or corrections immediately.

Demonstrates competence in the care of specimens (bacteriological anaerobic and aerobic frozen sections, pathological, calculi, care of limb-post amputation) and in the accurate handling of specimens and recording of labels at all times.

Demonstrates a thorough knowledge of steam sterilization and/or disinfection procedures including the cleaning, packaging, sterilization and/or disinfection of equipment and supplies, chemical and biological monitoring.

Remains alert during procedures and demonstrates an ability to handle functions with a proactive awareness; functions appropriately in emergency situation.

Always functions within legal limitations recognizing and adhering to legal responsibilities as outlined in the department procedure manual.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES ADDENDUM:

ESSENTIAL FUNCTIONS:

Checks the chart for complete pre-operative checklist and all required records and reports, follows-up on all deletions or discrepancies.

Verifies correct patient and operative procedure by checking patient ID Band and questioning with patient chart, O.R. Schedule, and Physician and participates in time outs

Assists surgeon as scrub person according to prescribed standards.

Scrubs, dons gown and gloves in accordance with performance standards.

Sets up table, instruments, and supplies according to type of operation.

Prepares and drapes the patient and operative area according to need.

Assists and anticipates needs of surgeon in instruments, suture, sponges, and supplies according to technique, procedure, and special requirements.

Applies dressing.

Assists in application of casts.

Moves / transports patient.

Performs circulating duties according to prescribed standards.

Schedules surgery with the Physician or his Office Staff in accordance with the department capacities and policies.

Adjusts table and other equipment as directed before, during, and following procedure.

Positions patient.

Assists Anesthesia Personnel as necessary.

Assists in housekeeping duties and cleanliness of the department as directed to assure safe patient environment.

Cleans room, furniture, equipment, and suite according to prescribed procedures.

Maintains traffic control through use of proper areas and corridors at all times.

Assists in maintenance of instruments and supplies by proper cleaning care utilization and sterilization as directed.

Maintains awareness of safety hazards and use of equipment to prevent damage or harm to personnel and patients.

Assists in maintenance, care, and cleanliness of supplies.

Handles equipment and items correctly to assure ever present usability and safety of supplies and material.

Maintains adequate supplies in the suite to assure availability during procedures, initiates order for needed items.

Assists in cleaning, storing, packing, and autoclaving of instruments.

Follows all Infection Control / Universal Precaution Guidelines as demonstrated by Infection Control rounds.

Assists in inventory of supplies and equipment to assure availability and maintain set level.

Assists in storing and stocking of supplies as directed.

Knows where all supplies are kept and is able to set or put them away accordingly.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES ADDENDUM:

ESSENTIAL FUNCTIONS:

Prepares and maintains adequate operative records.

Responds immediately when called upon for additional or emergency services.

Assists Head Nurse / Nurse Manager with cost-containment issues, evaluates supplies / equipment for appropriateness.

Responsible for accurate documentation, completion of records.

Completes all departmental competency checks in a timely manner.

Responsible for orientation of all personnel to the department, procedures, policies, and routines.

Supervises employees both intra and inter departmentally

Responsible for Daily Assignments based on patient need and staff education.

Assists Head Nurse / Nurse Manager with preparation of policies, procedures, report.

Assists Head Nurse / Nurse Manager with budget preparation.

Assists Head Nurse / Nurse Manager with personnel performance appraisals.

Assists with Inservices and Department Meetings.

Evaluates present policies / procedures / routines, updates as necessary.

Assists Head Nurse / Nurse Manager with Department Competency Checks.

Performs additional activities and duties as directed.

Schedules surgery when necessary.

Always reports to work within 20 minutes when "On Call", remains near a phone and carries a beeper at all times while On-Call, accepts responsibility for On-Call status and responds without question as required.

Attends Department Inservice Meetings and assists in preparation and instruction of learning experiences.

NON-ESSENTIAL FUNCTIONS:

Assists the Director of Patient Care Services in the administration of the unit.

Participates in developing, interpreting, implementing hospital and unit philosophy, objectives, standards, policies and procedures.

Thorough knowledge of the MEDITECH Order Entry

Follows policies and procedures governing medical and legal aspects in functions provided by operating room service.

Practices acceptable interpersonal relationships.

Maintains and increases standards of performance and education.

Completes all Department Competency Checks in a timely manner.

Assists in staff development and revision of procedures and related items.

The above statement reflects the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

QUALIFICATIONS:

EDUCATION: Graduation from an Accredited School of Nursing. Bachelor of Science in Nursing preferred.

EXPERIENCE: Preferred experience in the specialty area. Preferred five (5) years minimum experience as an R.N.

SPECIAL REQUIREMENTS: Current Licensure by PA State Board of Nursing. ACLS Certification preferred. Communicative and hearing abilities essential. Near visual acuity required to detect changes in patient condition.

JOB KNOWLEDGE: Previous experience in acute care nursing. Prior managerial experience preferred. Potential administrative, supervisory, and clinical competence has been demonstrated in specific clinical area. Thorough knowledge of the nursing process and departmental policies and procedures. Thorough knowledge of sterilization technique.

WORKING CONDITIONS: Cuts/bruises from equipment, burns and strains. Potential exposure to infectious/communicable diseases. Works in a well-lit temperature controlled environment 100% of the day, walking and standing for most of the time on duty without relief. Potential exposure to hazardous products as described in department's MSDS Manual. Potential exposure to radiation.

PHYSICAL DEMANDS: Job-related stress. Frequent reaching, handling, lifting, and carrying of instruments, equipment, records, and reports. Required to bend, stoop, reach, (front, sideways, and behind) push, and pull. Able to manually push and pull necessary moveable equipment such as: Medication Cart, Crash Cart, Wheelchairs, Litters, IV Pumps, Video Carts. Maximum push-pull force of 50 pounds with resistance. Able to assist or independently turn and transfer patients requiring deep knee squat lift of more than 50 lbs. Able to access outlets, supplies, and equipment above shoulder level and below knee level. Able to transport patients via litter/wheelchair who may exceed weight of 250 pounds.

I have read and I understand the above position description. I accept and agree to fulfill these and other temporary duties as assigned by my Supervisor.

Employee Signature

Date

Supervisor Signature

Date

NOTICE OF NONDISCRIMINATION

The Punxsutawney Area Hospital is an equal opportunity employer and healthcare facility and will not discriminate on the basis of race, age, color, national origin, religious creed, sex, or non-job-related disability in its employment procedures as required by Title VI, title VII, and Section 504 of the U.S. Civil Rights Act of 1964. This policy applies to all employment practices including recruitment, hiring, promotion, transfer, education, evaluation, discipline, discharge and termination, as well as to all forms of employee compensation and benefits, and all other terms, conditions and privileges of employment.

The Punxsutawney Area Hospital will not discriminate as outlined above and also will not tolerate discrimination or harassment by any employee, contract service, volunteer, or anyone else affiliated with the facility against another individual. For information regarding civil rights or the grievance procedure, contact the Personnel Manager at extension 1858.