



## **Murray County Medical Center Position Description**

---

<b>Classification:</b>	RN Surgery
<b>Department:</b>	Surgery/Nursing
<b>Location:</b>	Murray County Medical Center
<b>Reports to:</b>	Chief Nursing Officer
<b>FLSA Classification:</b>	Hourly/Non-exempt

---

### **Position Purpose**

This position is responsible for providing patient care before, during, and after surgical procedures. This role involves preparing patients for surgery, assisting the surgical team in the operating room, and ensuring safe and effective post-operative recovery. The Surgical Nurse collaborates with surgeons, certified nurse anesthetists, surgical technicians, and other healthcare professionals to maintain high standards of patient safety and clinical excellence.

### **Essential Duties and Responsibilities**

1. Preoperative Duties
  - Verify patient identity, surgical site, consents, and preoperative checklists.
  - Prepares patients physically and emotionally for surgery, including explaining procedures and answering questions.
  - Conduct patient assessments and review medical histories to identify care needs and potential risks.
  - Ensures proper sterilization and preparation of the operating room and equipment.
  - Administer preoperative medications as ordered.
  - Prepping charts prior to day of surgery.
2. Intraoperative Duties
  - Assist the surgical team during procedures by anticipating needs, passing instruments, and maintaining sterile technique.
  - Monitor patient vital signs and respond to changes during surgery
  - Maintain accurate counts of instruments, sponges, and supplies.
  - Ensure compliance with infection-control and patient-safety protocols.
  - Document intraoperative events, medications, and interventions.
  - Assists in preparing specimens and transporting to lab.
3. Postoperative Duties
  - Assess patient condition upon transfer to recovery (PACU) and monitor for complications.
  - Manage pain control, wound care, and patient comfort.

- Provide postoperative instructions to patients and caregivers.
  - Update patient's records and communicate with the healthcare team regarding recovery progress.
  - Complete postoperative calls to patients following procedures.
4. Other duties:
    - Check for defective items and informs Surgery Supervisor of equipment status.
    - Assists in assembling clean utensils, instruments and trays for sterilization.
    - Assists in restocking the department according to established standards.
    - Picks equipment and supplies for the next day's procedures.
    - Performs diagnostic testing on machines and equipment.
    - Reprocess endoscopy equipment
    - Decontamination of equipment and instruments.
  5. Upholds the Patient Bill of Rights.
  6. Participate in performance improvement activities.
  7. Other duties as assigned.

### Job Activities

<b>Percent of Job</b>	<b>Major Activity</b>
15%	Prepare surgical patient for surgery or procedure
20%	Provide care for post-operative/procedure patients recovering from anesthesia, including general, regional, local, MAC/IV sedation and assessing sensory and motor function effectiveness.
30%	Prepare surgical charts by obtaining the necessary information (History and Physical, labs, EKG, radiology reports, etc.) pertinent to the upcoming surgery/procedure.
15%	Prepares surgical/procedure room day of surgery or procedure
10%	Performs documentation in the pre-, intra, and post-op settings.
5%	Restock supplies
3%	Pulling cases and ordering supplies for upcoming surgeries/procedures.
2%	Collaborate with ancillary staff.

**100% Total**

### Qualifications

- Education: Registered Nurse (RN) license required; Associate or Bachelor of Science in Nursing. Must be currently licensed to practice as RN in State of MN.
- Experience: 3 years of surgical experience preferred.
- Certifications: Certification in Perioperative Nursing (CNOR) preferred. Must be BLS and ACLS certified.
- Must be certified in CALS/TNCC or can obtain within 6 months of hire.

## **Requirements**

- Flexibility.
- Strong knowledge of sterile technique and surgical procedures.
- Ability to work in a fast-paced, high-pressure environment.
- Excellent critical thinking, communication, and teamwork skills.
- Strong attention to detail and safety.
- Must maintain and keep current nursing licensure at all times.
- Must be willing to cross-train to Medical Surgical unit and help as needed there.

## **Working Conditions and Physical Demands**

- Requires constant standing, and frequent walking, squatting, bending, stooping, and lifting.
- Must be able to perform duties independently and utilize manuals or guidelines, (Equipment manuals, Pre-operative guidelines, Nursing Scope of Practice, ACLS, CALS, TNCC algorithms and Ancillary staff) to ensure appropriate patient care.
- Work is performed indoors, but has occasional exposure to odors, and wet and slippery conditions.
- Frequently deals with moderate-high detail and deadlines.
- Working conditions include exposure to communicable diseases and exposure to potential allergens and the risk of blood borne diseases; exposed to infection and disease-bearing specimens; infections and contagious diseases; hazards of handling diseased organs and tissues; odorous chemicals and specimens; housekeeping/cleaning agents/chemicals; explosive chemicals, gases and low-level radiation. May be exposed to bio-hazardous, radioactive substances and toxic chemicals.
- Subject to varying and unpredictable situations. Performs emergency care. Subject to many interruptions and long irregular hours.
- Must have acuity of sight, depth perception, field of vision and color vision.
- Must be able to hear ordinary conversations and be able to differentiate distinctive sounds.
- Required Personal Protective equipment would include eye protection; gown; mask; face protection; non-sterile/sterile medical gloves.
- Occasional periods of sustained effort involving lifting/carrying up to 60 pounds; assists with lifting and moving patients. Frequently lifts, positions, push and/or transfers patients. Occasionally pushes/pulls or moves/lifts heavy equipment/supplies.

## **Equipment Operation**

- This position utilizes equipment and promotes body mechanics in all daily tasks involving lifting, pushing, pulling, reaching, sitting and twisting.
- Must demonstrate awareness and understanding of provisions for wearing protective equipment and using assistive devices in lifting and moving patients.

- Constant use of OR beds, Hana Table, Beach Chair, Gurneys, Cautery Machine, Neptune Suction, Vital Machines, Computers and Tympanic Thermometer.
- Frequent use of Bair Huggers, Tourniquet, Arthroscopy equipment tower, Endoscopy equipment tower, Aquamantys, Omnicel, SCD machines, Polar Ices Machines, Glucometers, Nitrogen Pump for Mixing Cement, Omnicel, and Oxygen.
- Rare use of Laparoscopy equipment tower, Autoclaves and CPM Machines.
- Occasional use of shoulder positioning equipment, hand tables, tourniquets, Wilson frame, allen stirrups and video equipment.

### **Supervisory Responsibilities**

This position provides training to employees but has no direct reports.

**Employee Signature:** I have read and agree that I can perform the essential functions of this position.

---

Print Name

---

Signature

---

Date

---

Manager or HR Rep. Signature

---

Date