



# **Goodland Regional Medical Center**

## **Job Description**

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Job Title:</b>          | Surgical Circulating Registered Nurse |
| <b>Classification:</b>     | Non-Exempt/Hourly                     |
| <b>Reports To:</b>         | Surgery Coordinator                   |
| <b>Position Type:</b>      | Part-Time                             |
| <b>Hours Worked/Shift:</b> | Monday - Friday                       |
| <b>Date Last Reviewed:</b> | March 1, 2023                         |

**Summary:** Provides direct patient care to all patient populations throughout the surgical environment; addresses the psychosocial, physical, and general aspects of care. Care given reflects initiative and responsibility indicative of professional expectations. Proficient in pain management, guidelines, and medication dosing. Performs all secretarial duties as requested. Assess and cares for patient's pre-operative and post-operative as needed. Possesses both basic computer knowledge and can communicate effectively in English, both verbally and in writing. Able to take call shifts.

### **Essential Functions:**

1. Demonstrates behaviors consistent with organizational mission & goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties, wears identification on duty.
7. Demonstrates appropriate job competencies.
8. Complies with organizational policies in course of duties.
9. Demonstrates ability to safely assist patients with transfer, lifting, or rendering aid on the facility campus.
10. Communicates with surgeon and anesthesiologist continuously and as needed about patient condition.
11. Assists with the maintenance of surgical equipment and inventory.
12. Participates in performance improvement activities.
13. Provides care in the pain management environment directed toward meeting both in psychosocial and physical needs of the patient.
14. Assesses operating room for equipment functioning and readiness, obtains supplies for individual cases and ensures all appropriate needs of surgical operating team are met.
15. Assists with the maintenance of surgical equipment and inventory.
16. Participates in performance improvement activities.
17. Collects and properly documents pathology as needed for all GRMC specimens.
18. Monitors, positions, and assists patient during procedure.
19. Proficient in pain management, guidelines, and medication dosing.
20. Schedules all operative and invasive procedures, records statistics, and maintains communication lines for department as requested.
21. Willingness to float to additional departments and work within scope of practice.
22. Additional duties as assigned or requested.

**Position Qualifications:**

Minimum Education: Associate’s or Bachelor’s degree prepared nurse from accredited nursing school.

Minimum Experience: Minimum of one (1) year experience in acute care setting required; experience in peri-operative care preferred.

**Certifications/Licensures:** Active Registered Nurse (RN) License in the State of Kansas. Basic Life Support required on hire. Neonatal Resuscitation (NRP) and Advanced Cardiac Life Support (ACLS) required within three (3) months of hire date.

**Working Environment:** Work near moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock or radiation occasionally.  
Special vision requirements: Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes fixed on a given point), Depth perception (three-dimensional vision; ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust eye to bring an object into sharp focus). Noise level typical for environment is quiet to moderate noise.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications, which may be required of the employee assigned to the position. Depending on the size of the facility, the job duties may vary. Receipt of the job description does not imply or create a promise of employment, nor an employment contract of any kind; my employment with Goodland Regional Medical Center is at will.

**Physical Demands: \*\***

|                     |              |                    |            |                   |            |
|---------------------|--------------|--------------------|------------|-------------------|------------|
| <b>Stand:</b>       | Constantly   | <b>Lift/Carry:</b> |            | <b>Push/Pull:</b> |            |
| <b>Walk:</b>        | Constantly   | 0-10 pounds:       | Constantly | 10-25 pounds:     | Frequently |
| <b>Sit:</b>         | Frequently   | 10-20 pounds:      | Constantly | 25-50 pounds:     | Frequently |
| <b>Squat/Kneel:</b> | Occasionally | 20-50 pounds:      | Constantly | 50-100 pounds:    | Frequently |
| <b>Bend:</b>        | Frequently   | 50-100 pounds:     | Frequently | 100+ pounds:      | Frequently |
|                     |              | 100+ pounds:       | Frequently |                   |            |

*\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\**

**Professional Requirements:** Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

**I have received, read, and understand this job description for my position at GRMC.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_