
* ADDENDUM *

HACKETTSTOWN COMMUNITY HOSPITAL

Division of Nursing

Index: 7420.000
Addendum: # 10
Issue Date: June 1, 1993
Review Date: May, 2002

TITLE: **NURSING RESPONSIBILITIES**

1. Supervisors and directs patient care in an individual operating room.
 - a. Ensure that proper techniques and practices are used according to accepted standards of practice.
 - b. Supervises other personnel in the room and directs or assists as necessary.
 - c. Ensures care of patient through proper identification, checking of chart and reporting of changes in condition.
 - d. Immediately reports any unusual occurrences to charge personnel and documents appropriately in the patient record.
2. Performs scrub duties as assigned.
3. Maintains count of sponges, needles and instruments to ensure no loss of items according to present protocol.
4. Performs all circulating duties with efficiency and speed.
 - a. Supervises and assist scrub technician
 - b. Positions patient and prepares operative area
 - c. Has all supplies and equipment in room and provides to team as necessary
 - d. Opens all sterile packs and supplies according to aseptic technique
 - e. Assists surgeons, anesthesiologist and other personnel as needed to ensure good patient care.
 - f. Observes patient for changes in condition
 - g. Reviews surgeons' preference cards for desired medications and supplies. Verifies same with surgeon.
 - h. Ensures all medications are administered and charted according to established protocols and procedures.
 - i. Identifies and records patient's response to medication where necessary
 - j. Ensures that all double-check medications policies are followed.
 - k. Refers to resource material where ever necessary
 - l. Promptly reports medication errors
 - m. Cares for specimens and cultures as directed by set policies and procedures.
 - n. Maintains records of procedure and records and reports any unusual occurrences
 - o. Provides orderly progression of schedule by sending for following patients at proper times and notifies charge personnel of any changes.
 - p. Accompanies patient to PACU and reports to nurse on patient, procedure and special happenings to ensure continuity of care.
5. Provides for continuity of individual patient care
 - a. Receives and gives reports to and about patient as necessary to ensure good care.
 - b. Provides for psychological needs of patient.
6. Assists in control and maintenance of supplies and equipment.
 - a. Records used items in proper place and method directed.
 - b. Reports and records any lack or discrepancies in items.

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7. Assists in administrative duties as directed.
 - a. Helps with maintenance of records and statistics
 - b. Assists in establishment and maintenance of procedure and protocols.
8. Assists in supervision of personnel and department to provide optimum assurance of safe environment.
 - a. Checks rooms, materiel and equipment for proper care and handling.
 - b. Ensures clean, safe environment through continued alertness to safety and explosive hazards and aseptic techniques.
 - c. Assists in control of traffic and personnel to ensure proper control of infection and asepsis.
9. Assists in operating room staff development and education.
 - a. Assists in formulation and interpretation of procedures, protocols and techniques
 - b. Assists in orientation of new personnel
 - c. Assists in evaluation of all OR activities, nursing care given and of personnel and techniques.
 - d. Avails his or herself in the ongoing nursing education process of the hospital
 - e. Review pertinent periodicals, scientific and medical and related literature.
10. On-call for emergencies and available for additional duty.
11. Accountability and Adaptability
 - a. Assumes accountability and responsibility for his or her own work performance and those under his or her supervision.
 - b. Observes assigned working schedules and hours
 - c. Performs competently in new situations
 - d. Performs competently in emergencies
12. Adheres to operating dress code; neat personal appearance
13. Personal Relations
 - a. Maintains good rapport with fellow employees
 - b. Maintains good rapport with physicians.
 - c. Performs his or her duties in a professional and pleasant manner.