



POSITION DESCRIPTION

REGISTERED NURSE - PREP/PHASE II

FLSA: Non-Exempt	Approved by: Administrator
Reports To: Clinical Manager	
Department: Clinical Services	Revision Date: May 2010

SUMMARY

The registered nurse provides direct patient care, collaborates with patients, families, peers, physicians and other health care team members in the delivery of health care services to a specific patient population. The registered nurse assesses patient needs, plans care, implements and evaluates the medical and nursing regimens in accordance with the patient's needs based on the nurse's knowledge of growth/development, the ambulatory surgical center and nursing philosophy, policies and procedures, and standards. He/she demonstrates leadership/management skill and a commitment to professional accountability and growth. Position will require cross training to more than one work area.

QUALIFICATIONS

Education

Minimum: Graduate of an approved registered nurse (RN) program.

Preferred: Bachelor of Science, Nursing

Credentials/Licensure

Minimum: Current registered nurse license in the state of Michigan. Basic Cardiac Life Support (BCLS) Certification. Advanced Cardiac life Support (ACLS) Certification. Pediatric Advanced Life Support (PALS) Certification.

Preferred: Certification in specialty area (CPAN, CAPA)

Related Experience

Minimum: Current one or two years experience in acute care setting or ambulatory surgical setting.

Preferred: Recent experience in surgery, PACU (Phase I or II), adult or pediatric critical care, or ambulatory surgical setting.

Other Knowledge, Skills and Abilities

Minimum: Strong interpersonal skills with demonstrated problem-solving abilities. Proficient oral and written communication skills. Position requires ability to concentrate on fine details with frequent interruptions.

Computer Competency

Demonstrates competency using a standard desktop and windows-based computer system, including a basic understanding of email, e-learning, intranet, and computer navigation. Ability to use other software as required performing the essential functions of the job.

Physical/Mental

Minimum: Frequent lifting, standing, and walking. Occasionally bend, stoop and twist. Frequently position and lift patients. Ability to perform continuously detailed tasks with frequent interruptions and work reprioritization. Adequate auditory, visual, and tactile senses.

WORKING CONDITIONS

Exposure to infectious diseases, sharp medical devices, hazardous chemicals and waste and to operation of electrical equipment.

AGES OF PATIENTS SERVED

☒ Newborns ☒ Pediatrics ☒ Adolescents ☒ Adults ☒ Geriatrics NA
See department specific checklist

ORGANIZATIONAL EXPECTATIONS

- **Flexibility** – Demonstrates exceptional ability and willingness to take on new and additional responsibilities. Embraces new ideas and cultural differences while managing competing priorities.
- **Accountability** – Willingly accepts personal responsibility for decisions, actions, attitudes and behaviors which contribute to the overall effectiveness of the organization. Communicates effectively, follows through on assignments, uses resources efficiently, participates in learning opportunities and treats others with respect and dignity.
- **Excellence** – Serves as a role model and performs job responsibilities to the highest standards in every situation. Delivers “Something More” that ensures a more complete and personally satisfying experience for every customer.
- **Customer Focus** – Dedicated to meeting the expectations/requirements of internal and external customers. Gets first hand feedback from customer and uses it to make improvements. All actions are rooted in excellent customer service.
- **Approachability** – Is easy to approach and talk to. Spends extra effort to put others at ease. Warm, pleasant, gracious, positive. Sensitive to and patient with the interpersonal anxieties of others. Good listener.
- **Composure** – Is cool under pressure and does not become defensive/irritated when challenged. Considered matured. Can be counted on to hold things together when times are tough. Can handle stress effectively.
- **Learning on the Fly** – Learns quickly when facing new challenges. A relentless versatile learner. Open to change. Analyzes both successes and failures for clues for improvement. Experiments and will try anything to find a solution.
- **Dealing with Ambiguity** – Can cope with change/shifts gears comfortably. Decide/act without total picture. Comfortable with uncertainty.
- **Interpersonal Savvy** – Relates well to all kinds of people up, down, sideways, inside, and outside of the organization. Builds appropriate rapport; constructive and effective relationships. Uses diplomacy and tact. Can diffuse even high-tension situations comfortably.

SYSTEMS AND INFORMATION

To ensure appropriate utilization of Protected Health Information (PHI) associated with the Health Insurance Portability and Accountability Act (HIPAA) and ASC Confidentiality of Information Standards, as well as other regulatory entities, individuals employed in this position will be granted systems and information access as appropriate for this position.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent's supervisor.