FILUTOWSKI EYE INSTITUTE

JOB TITLE: Registered Nurse

JOB SUMMARY: Provide direct or supervised care to the surgical patient. This is a Monday through Friday, 40-hour-a-week+ position starting as early as 7 am and ending as late as 7 pm on select days with no weekend call.

POSITION RELATIONSHIPS:

- Report directly to the ASC Manager
- Work with the ASC Manager, Risk Manager, Practice Administrator, and Medical Director

REQUIRED EDUCATION/EXPERIENCE:

- Graduate of an accredited school of nursing
- Current state licensure to practice as an RN or similar health care practitioner
- Fairly tech-savvy, excellent organizational and communication skills
- CPR/ACLS and OR Certification required within 1 year of accepting the position

TRAVEL REQUIREMENTS: Required to travel to other FEI offices as needed (Orlando, Lake Mary, Daytona Beach).

DUTIES PERFORMED:

- Complies with OSHA Bloodborne Pathogens & TB standards and attends yearly in-service education programs.
- Provides support in the area of direct patient care and monitoring and supervision of LPNs and non-licensed surgical staff as required.
- Assists with the development of the patient care plan.
- Performs and assists with the assessment of all surgical patients.
- Reviews and ascertains patient identity, allergies, medical history, and consent forms with the patient.
- Performs nursing skills and procedures, which are usual and customary, within the RN scope of practice and permitted by the Nurse Practice Act.
- Responsible for assembling, reviewing, completing, and QA of surgical charts (pre-, peri-, and post-operatively).
- Reviews and follows the surgeon's orders.
- Administers medication and eye drops to the patient as ordered.
- Maintains a safe environment in accordance with accepted nursing practice.
- Ascertains proper functioning of oxygen and suction systems.
- Assists the anesthesia personnel as needed.
- Arranges for appropriate follow-up care as prescribed by the surgeon.
- Participates in quality improvement reviews and studies as requested.

PROFESSIONAL:

- Projects a professional manner and image.
- Adheres to ethical principles.
- Demonstrates initiative and responsibility.
- Works as a team member.
- Manages time efficiently, and does not participate in gossip and other time-wasting activities.
- Prioritizes and performs multiple tasks.
- Adapts to change including new hours of operation and methodology.
- Attends all staff meetings and mandatory in-service education.

- Maintains proper observation and adherence to company policies including the employee handbook.

LEGAL:

- Maintains patient and company confidentiality.
- Practices within the scope of education, training, and personal capabilities.
- Maintains company documents (hard copy and electronic) accurately.
- Uses appropriate guidelines for releasing information.
- Maintains awareness of federal and state health care legislation and regulations: OSHA, CLIA, HIPPA, etc.

COMMUNICATION:

- Treats all patients and staff with compassion and empathy.
- Recognizes and respects cultural diversity.
- Adapts communication to an individual's ability to understand.
- Uses medical terminology appropriately.
- Responds to communications received within a reasonable time frame.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, use repetitive motion, type, and hear. The employee is frequently required to stand, walk, use hands and fingers to handle and feel, and reach with hands and arms. The employee is occasionally required to bend, kneel, crouch, climb stairs, and reach overhead. The employee is occasionally required to lift and/or move up to 25 pounds. The employee is occasionally required to push/pull beds occupied by patients.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The omission of specific statements or descriptions does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

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Employee Signature Date