

## PRACTICAL NURSE - OPERATING ROOM

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Head Nurse in the operating room, incumbents perform tasks and responsibilities in accordance with the Nursing Practice Act. Incumbents assist in the cleaning, preparation and maintenance of sterile supplies, instruments and equipment for operations according to hospital policy and surgeon's routine. Incumbents must be available to work in rotating shifts and on short notice for emergency duty. A good knowledge of instruments and apparatus used in all types of surgery and the ability to work rapidly and accurately over long periods and to endure the strain and pace of operating room activity are required. Incumbents are subject to the hazards of working with sharp instruments and hot sterilizing equipment. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the preparation of the operating room for surgery;

Provides instruments, supplies and equipment for procedures;

Assists with preparation of patient for surgical intervention including, checking patient's identification bands, preparing patient in proper operating room attire, checking patient's skin integrity, and preps patient as per doctor's order;

Assists with positioning of patient, responding to both comfort and safety needs;

Takes and records vital signs, draws blood for lab work and posts x-rays;

Labels and properly prepares specimens for Laboratory;

Measures and reports blood loss and maintains sponge count;

Observes and reports changes in patient's condition;

Assists anesthesiologist in giving medications and checking charts for permit and laboratory reports;

Assists in the cleaning, preparation and maintenance of sterile supplies;

Checks and restocks unsterile supplies in the operating room;

Scrubs for cases assigned by the Charge Nurse;

Secures any additional needs of the scrub nurse or surgeons;

Participates in discharge planning in collaboration with Registered Nurse;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: A good knowledge of medical asepsis as it applies to the operating room; a good knowledge of general nursing theory and practices; a knowledge of the various steps of different operations in order to anticipate surgeon's needs; a knowledge of correct method of handling instruments and supplies to surgeon; a knowledge of various instruments used for each type of operation and proper set-up of operating room; familiarity with regulations and procedures of hospital as they pertain to the operating room; skill in manipulating instruments and equipments; physical and mental stamina to work rapidly and accurately over a long period of time and to endure strain and pace of operating room activity; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good vision; good physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) at time of permanent appointment, must possess a license and current registration to practice as a Practical Nurse issued by the New York State Department of Education plus one year of operating room experience; or (b) at time of temporary appointment, must possess a limited permit to practice as a Practical Nurse in New York State.

NOTE: Candidates who are appointed under option (b) of the minimum qualifications, must obtain license within one year of the date the limited permit was issued.

NOTE: Employees are required to maintain valid licensure and current registration as required by the minimum qualifications throughout employment in this title.