

**NORTHEAST MONTANA HEALTH SERVICES - WOLF POINT CAMPUS**

**JOB DESCRIPTION**  
**CIRCULATOR NURSE**

NAME: \_\_\_\_\_

ACCOUNTABLE TO: **DIRECTOR OF NURSING**

**PURPOSE OF YOUR JOB POSITION**

To assure the operating room functions in a safe and highly professional manner.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

**WORKING CONDITIONS**

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste , and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an “on-call” status during periods of low census.

**ESSENTIAL EDUCATIONAL REQUIREMENTS**

1. Graduate of an accredited School of Nursing.
2. Must have a current Montana license.
3. Must be able to perform highly skilled nursing techniques.
4. Must be capable to make sound nursing judgment.
5. Must have worked as a RN for at least one year.
6. Must have knowledge of names of instruments and supplies.

## **ESSENTIAL JOB FUNCTIONS**

1. Must be able to work a rotating schedule with on call status for the operating room.
2. Must be able to lift and move patients. Must be able to lift a minimum of 50 pounds.
3. Must be able to work on feet all-day and free of any lack of mobility problems.
4. Must be able use hands for long durations.
5. Must be able to speak the English language in an understandable manner.
6. Must be able to cope with the mental and emotional stress of the position.
7. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
8. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
9. Must be in good general health and demonstrate emotional stability.
10. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
11. Must be able to work as a team.
12. Must display ability to maintain absolute confidentiality at all times.

## **MAJOR RESPONSIBILITIES**

1. Responsible to assist with set up of the operating room for surgical procedures.
  - a. Follow aseptic techniques.
  - b. Tests all equipment to be used during a case and assuring it is in working order.
2. Responsible to assist with anesthesia and recover general and spinal anesthesia patients.
  - a. Recovers all surgical patients according to policy and procedures.
3. Responsible to assist the scrub nurse.
  - a. Hospital policies and procedures are followed throughout the surgical procedure.
  - b. Patients receive safe and professional care.

4. Responsible for cleaning of the OR suite after surgery.
  - a. Hospital policies and procedures are followed throughout the surgical clean up.
  - b. The operating room is returned to service as quickly as possible.
5. Responsible to complete an accurate documentation on all surgery.
  - a. Hospital polices and procedures are followed throughout the surgical preparation.
  - b. Documentation is completed in an organized and accurate fashion.
6. Responsible for fixation of specimens.
  - a. Mailing to pathology after each case.
7. Responsible for OR charges.
  - a. Charge all appropriate areas and equipment for specific case and batch.
8. Responsible to abide by all policies of Northeast Montana Health Services.
  - a. All Nursing Policies
  - b. All Personnel Policies
  - c. All OSHA Regulations
  - d. All Corporate Compliance
  - e. All HIPAA
  - f. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

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Supervisor

Date

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Employee

Date