

GI Associates

ASC RN

Job Description

Title ASC RN

Reports to ASC Manager

Job summary

Is responsible for the patient care and assessment of all patients' pre, intra and post procedure. This position will maintain accurate, efficient and effective workflow under the direction of the ASC Manager

Summary of essential job functions

- Responsible for the assessment and monitoring of the patient pre, intra and post procedure
- Responsible for the administration of IV conscious sedation under the direction of the physician
- Completes documentation of the patients assessment pre, intra and post procedure
- Completes documentation of patients response to any nursing interventions
- Assists with specimen collection intra-procedure
- Completes the documentation/labeling of any specimens
- Responds appropriately to any emergency situations as per policy
- Assists tech during post procedure phone call to patients and addresses any assessment of issues the patient may have experienced during their visit
- Initiates pre calls to patients prior to their scheduled procedure to answer questions and collect patient data
- Assists intra-procedure under the direction of the physician
- Knowledgeable of proper handling of equipment such as: scopes, light sources, mavigraph and ancillary equipment
- Transports patients as needed
- Completes daily narcotic/drug count as per policy
- Completes daily and monthly emergency cart check as per policy
- Promotes an environment that is patient and employee friendly
- Maintains high level of confidentiality pertaining to employees and patients to promote their right to privacy
- Communicates openly and regularly any new and relevant information to ASC Manager
- Communicates to the ASC Manager any patient or employee issues
- Maintains own professional growth through continuing education
- Maintains acceptable attendance levels, meeting dress code requirements, and working within the guidelines as set forth in the employee's handbook
- Follows the ASC policies and procedures
- Promotes teamwork and cooperation to all employees
- Ability to communicate effectively with patient, family members, physicians, coworkers and outside customers
- Flexible to meet the needs of the department
- Maintains safe work environment
- All other duties as assigned

Minimum requirements

- Completion accredited RN program
- Current RN licensure for the State of Wisconsin
- Basic Life Support (BLS) certification is required
- Advanced Cardiac Life Support (ACLS) certification required
- Two (2) years medical surgical experience for RN

Desired Qualifications

- Knowledge of MSDS and Blood-Borne Pathogens
- Knowledge of Emergency Plan and OSHA Standards
- Previous endoscopy experience preferred

Additional information

HR use only	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status	
Last revised	7/15/14

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.