

APPLETON AREA HEALTH

JOB TITLE: PERIOPERATIVE NURSE

EFFECTIVE: 11/4/2025

DEPARTMENT: SURGICAL SERVICES/ OUTREACH

FLSA STATUS: Non-exempt

WAGE SCALE: \$35.35-\$51.48

HOURS: 64-72 hours/pay period

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I. GENERAL HOURS OF WORK: 8-hour shifts

II. JOB SUMMARY: Primary responsibility involves working alongside the surgical team while caring for patients throughout the perioperative timeframe. Support responsibilities include assisting outreach providers by establishing and maintaining patient's needs through clinic referrals and consults as well as follow-ups. Deliver patient care by utilizing the nursing process throughout the Hospital, OR, and Clinic. Assist with clerical duties such as scheduling, completing patient phone calls, patient satisfaction surveys, and utilizing patient health records. Help as needed in the review of current policies and establishment of new policies and procedures. Adherence to Code of Ethics for Nurses as well as the American Nurses Association Standard of Practice for professional nurses.

III. EDUCATION and/or EXPERIENCE

- Completion of an accredited program in nursing.
- Associate degree RN required.
- Two (2) years of OR clinical experience preferred.

IV. CERTIFICATES, LICENSES, REGISTRATIONS

- Current Minnesota RN license
- CPR Certified
- ACLS Certified preferable (mandatory requirement after hiring)

V. QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

VI. SKILLS AND ABILITIES: This position requires a sound knowledge of nursing practice.

➤ **LANGUAGE/MATHEMATICAL/REASONING:**

- Ability to read, analyze, and interpret common scientific and technical information.
- Ability to effectively present information and respond to common inquiries or complaints from clients, customers, and the public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, calculate percentages, area size, circumference, and volumes.

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.
- Ability to deal with nonverbal symbolism.

➤ **RESPONSIBILITIES AND EXPECTATIONS:**

- Maintains confidentiality when dealing with all customers.
- Must utilize effective problem-solving skills as appropriate.
- Conveys enthusiasm and sincerity and promotes AAH and its services in a positive manner to all customers.
- Supports AAH through the daily application of our mission, vision, standards of behavior, and social principles while providing quality care and service to our patients, their families, co-workers, physicians, volunteers, and their communities we serve.
- Must be flexible to change and ability to work effectively in a team environment.
- Performs duties in a manner consistent with Safety Principles.
- Employees are required to comply with all applicable laws, regulations, and standards associated with but not limited to: CMS, OSHA, and the Minnesota Department of Health.
- Coordinates workflow with other team members to ensure a productive and efficient environment.
- May be involved on organization committees.

➤ **MENTAL DEMANDS:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze and interpret financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively deal with high levels of stress.
- Exposure to verbal and/or physical violence – patient to patient, patient to staff, and public to patient or staff.
- Ability to remain calm and provide a stable influence in times of staff stress

➤ **WORK ENVIRONMENT:** Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- May be exposed to communicable diseases when working in a health care environment.
- While performing the duties of this job, the employee is occasionally exposed to risk of radiation and risk of electrical shock.
- The noise level in the work environment is usually moderate.
- This position is classified as a Category I position under OSHA guidelines with high risk of exposure to blood borne pathogens and other potentially infectious materials.

➤ **AGE SPECIFIC CARE CRITERIA:**

- Demonstrates competence to properly address the special needs and behaviors of patients-infants through geriatric.
- Must effectively communicate and interact with Alzheimer's and/or dementia residents to provide individualized quality care and to promote the highest level of functioning.

VII. CORE COMPETENCIES

➤ **CUSTOMER SERVICE:**

- Interact with customers in a warm and friendly manner.
- Take immediate action to meet customer requests or needs.
- Listen to understand what customers have to say.
- Demonstrate understanding that all individuals are customers.
- Contributes to a respectful, non-hostile, non-violent workplace.

➤ **SAFETY:**

- Recognizes safety hazards and takes corrective action; seeking assistance when needed.
- Demonstrates knowledge of operational policies and procedures.
- Performs work safely, without causing harm or risk to self, others, or property.
- Utilizes proper body mechanics and ergonomics. Promotes patient/employee safety through appropriate use of assistive devices.
- Demonstrates knowledge of OSHA regulations and adheres to infection control policies.
- Reports all potentially hazardous conditions or injuries immediately to appropriate department and/or administrator.

➤ **SYSTEM BEHAVIOR:**

- Initiate collaboration with others outside of service area.
- Demonstrates personal commitment to the principles, standards of behavior, and ethics of the organization.
- Model accountability for learning by sharing knowledge and learning from others.
- Maintains good rapport with fellow workers and physicians.
- Resolves conflict in a professional manner.

➤ **INTERPERSONAL/COMMUNICATION/RELATIONSHIPS:**

- Build effective working relationships with others.
- Expresses appreciation to others for their work. Treats others with respect.
- Works cooperatively with area health care agencies and community groups to improve patient care and health of the community.
- Communicates with medical, nursing, social services, and ancillary services regarding information and actions necessary to provide patient care.

VIII. PROFESSIONAL/CLINICAL PRACTICE COMPETENCIES

➤ ASSESSMENT:

- Conducts and documents nursing assessments of health status by collecting objective and subjective data from observations, exams, interviews and written records; sorting, selecting, reporting, and recording the data; validating, refining, and modifying the data.
- Bases the scope and depth of assessment on the patients' immediate condition or need.

- **DIAGNOSIS:** Analyzes the assessment data to establish or modify nursing diagnoses to be used as a basis for nursing interventions.
- **PLANNING:** In collaboration with the physician, develops a plan of care based on assessment and diagnosis that prescribes interventions to attain expected outcomes. This includes identifying, communicating interventions and responses from other members of the health care team and executing the regimen prescribed by a licensed practitioner.
- **EVALUATION:** Evaluates the responses to nursing interventions by documenting and communicating evaluation data to appropriate members of the health care team, utilizing as a basis for reassessing patient health status, measuring outcomes and goal attainment, modifying nursing diagnoses, revising strategies of care and prescribing changes in nursing intervention.
- **DOCUMENTATION:** Thoroughly documents patient information in an accurate and timely manner, according to organizational policies, procedures, and guidelines.
- **PATIENT EDUCATION:** Assess patient needs and designs, implements, and evaluates a teaching plan specific to individual needs or patient groups.

- IX. PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform essential job functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit				X					
Stand					X				
Walk					X				

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop		X			
Squat		X			
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance			X		
Push/Pull (# of lbs. 100)		X			

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Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		
11-24 lbs.			X		
25-34 lbs.		X			
35-50 lbs.		X			
51-74 lbs.		X			
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands	X		X		X		

Does the employee's job require:			
Activity:	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?	X		
Operating moving equipment?	X		Lifts, carts, scales, vital signs monitors, etc.
Operating vehicles?		X	
Use of tools?		X	
Use of telephone?	X		Frequent clinic, MD, referral, scheduling calls, etc
Use of keyboard/computer terminal?	X		Ongoing, order entry, documentation, P&P, etc
Working under time pressure?	X		Deadlines, STAT emergency situations, etc
Working rapidly for long periods?	X		High census, emergencies, patient needs, etc
Working alone?	X		Depending on Staffing
Close work?	X		Patient assessment, IV access,
Good vision (close/distance/peripheral & depth per)	X		Assessments, documentation, med detail
Good color vision?	X		Assessments
Good hearing?	X		General communication with staff, patient, etc
Good speaking?	X		Communication with staff/sales reps
Reading?	X		Documentation, reports, policies, regulations
Writing?	X		Documentation, policies, reports
Simple arithmetic?	X		Staffing, scheduling, med administration
Mathematics?	X		Dose calculations, budgeting
Weighing and /or measuring?	X		Patient care activities, med administration

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		100%
Outdoors		X	
At a desk or bench	X		40%
In a car or truck		X	

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In an office		X	
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Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		Working with patients and staff
Chemicals/respiratory hazards?	X		Cleaning solutions, emergency situations
Noise?		X	
Dust, fumes & gases?		X	
Extreme heat or cold?		X	
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
X			X		X

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Print Employee Name: _____

Employee Signature: _____

Effective Date: _____