

POSITION: Registered Nurse First Assistant (RNFA)

SPECIALTY: Orthopedic Surgery

RESPONSIBLE TO: Director of Operations

JOB SUMMARY: Responsible for assisting supervising physician with patient care, clerical, environmental and organizational tasks. Assists supervising orthopedic surgeon both in clinic as well as with surgical cases in operating room setting. Provides information to patients so they may fully utilize and benefit from the clinic services. Conveys a positive image of clinical operations. Duties may vary depending upon level of credentialing and education.

EDUCATIONAL REQUIREMENTS:

- High School Diploma or equivalent.
- College degree required.
- Current RN or RNFA Texas license.

QUALIFICATIONS AND EXPERIENCE:

- Minimum of two years' experience in the health care industry required.
- Minimum of one year assisting in surgery required, orthopedic surgery preferred.
- Ability and credentials to assist in surgery as required by supervising physician.
- Strong written and verbal communication skills.
- Ability to multi-task with phones, patients and other responsibilities.
- Excellent computer and typing skills, experience with EMR systems required.
- Excellent interpersonal skills and collaboration with the management team.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Excels at operating in a fast pace, community environment.
- Maintains strict confidentiality of patient information and office business practices.
- Ability to plan, prioritize and complete delegated tasks.
- Ability to demonstrate compassion and caring in dealing with others.
- Ability to work in a team focused environment.
- Pleasant speaking voice and demeanor.
- Neat, professional appearance.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assists supervising orthopedic surgeon in performing surgeries in an operating room setting.
- In clinic setting, escorts patient to exam rooms and assists in determining medical problems.
- Assists patient in patient flow through clinic.

- Prepare exam rooms and instruments for examination and aids physician during treatment and exam.
- Observes, records and reports patient's condition and reaction to drugs and treatments to physician.
- Checks appointment schedule and assists front desk coordinator with physician's patient schedule.
- Responds to and refers incoming phone calls in a timely manner.
- Documents all phone calls relating to medication/prescription/treatment problems.
- Schedules surgical procedures with hospitals and/or Ambulatory Surgery Centers (ASC).
- Issues out-patient material. Responsible for ensuring that all surgical patients are given oral and/or written instructions regarding the upcoming procedure and hospital policies and procedures.
- Assists in maintaining and reviewing patient records, and pertinent information.
- Labels and maintains proper storage for medical supplies in all exam rooms and central medical supply storage area.
- Maintains cleanliness of exam rooms.
- Complies with OSHA, HIPAA, and other regulatory entities.
- Attends required meetings and participates in committees as requested.
- Participates in professional development activities and maintains professional affiliations.
- Responsible for maintaining credentials in an active status.
- Works with the management team to practice efficiently and effectively.
- Performs related work as required.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve.