



## Bock Consulting

### Job Analysis

Job Title	Staff RN Surgery Ortho	Worker	
DOT Number	075.364-010	Claim Number	
Employer	Harrison Medical Center	Employer Phone #	
Employer Contact		Date of Analysis	February 9, 2016

☒ Job of Injury   ☐ Previous Job   ☐ New Job   ☒ 24-50 Hours Per Week   ☒ 3-5 Ten Hour Shifts Per Week

#### Job Description

The following is a job analysis of an Orthopedic Surgery Staff RN. The Orthopedic Center consists of 4 operating rooms. The Orthopedic service performs 200 cases per month; totaling to approximately 2100 cases per year. This is a specialized facility focusing on sports medicine, spine and joint replacement surgery.

#### Essential Functions, Tasks and Skills:

Nurses may assume specific roles in the Surgery Center. They may "scrub in," which means they are sterile and are responsible for maintaining the sterile field created for a specific procedure/patient, or they may "circulate," which means they are assigned to a specific procedure, but they do not have to maintain the sterile field and can leave the room if necessary to retrieve supplies and equipment needed during the procedure.

Orthopedic Surgical Nurses are responsible for:

- Obtaining information related to the types of surgeries being performed in the assigned room.
- Setting up the operating room, which includes arranging the room with the proper tables and equipment, maintaining the sterile field, and opening the instruments and supplies that will be needed during a procedure. The Nurse may be required to retrieve specialized equipment stored in a storage room or hallway for specific procedures.
- Performing admission/pre-op interview and assessment of each assigned patient before the operative procedure begins.
- Counts sponges, needles, and instruments (as appropriate) with surgical technologist/RN prior to procedure and before incision is closed. Checks trays and equipment for completeness. Counts contain electronic signature of surgical team on operative record. Events are factually documented and records are legible and complete. Unusual events are reported to surgical team/supervisors. Assisting with general pre-operative, inter-operative and post-operative case activities. This may include positioning the patient for surgery (before and after anesthesia), holding small cameras and other equipment needed by the Surgeon during an operation, and gathering and passing instruments and/or equipment during the procedure as directed by the

11410 NE 124<sup>th</sup> Street, #213, Kirkland, WA 98034

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Surgeon.

- Performing on-going patient assessment throughout the surgical procedure, functioning as a patient advocate. Identifying and documenting changes in patient condition on a timely basis.
- Checks all equipment for working order and reports or corrects unusual conditions. Inspects emergency equipment and supplies for condition and quality on a daily basis.
- Before each surgery checks all labels of solution or drugs placed on the field with the surgical technologist/RN.
- Supports and enforces infection control practices, including body substance isolation and the use of personal protective equipment.
- Appropriately collects all specimens for laboratory analysis, as ordered by the surgeon.
- Demonstrates ability to "breakdown" room and deliver used equipment and instruments to the dirty area in accepted manner. Disposes sharps in proper receptacle. Offers suggestions/solutions for improvement of current methods of room breakdown.
- Checks supplies and equipment needed for surgical procedure; maintains knowledge of surgical preference (scrub, gown, and glove). Help open sterile supplies, instruments, sutures, blades. Gather equipment need for case such as: electrosurgical equipment, suction, positioning equipment, and solutions needed for procedure.
- Complies with infection control policies and procedures. Before each surgery checks autoclave tape for type and evidence of sterilization process. Checks expiration dates before use. Checks wrappers or packaging for patency. Checks for "turned" indicators in all steamed trays.
- Maintains highest standard of sterile technique during procedure. Cleans and prepares instruments for terminal sterilization. Helps to drape the sterile field. Prepares sterile dressings. Follow rules of asepsis; conscientiously carries out contamination control measures. Manages contaminated instruments and supplies during and after operative procedure to prevent spread of infection. Verifies exposure to sterilization process and integrity of sterile packaging, Opens supplies aseptically, according to Association of Operating Room Nurse (AORN) standards.
- Keeps surgical procedure manuals or cards that enumerate surgeons' preferences current, Reviews cards, tray before procedures. Notifies team of surgeon's request for changes/additions to preference card.
- Participating with physician partners and other interdisciplinary team members to develop and implement the patient plan of care. Developing and providing documentation related to on-going care for patient and family (providing education as necessary to carry out the plan of care).
- Delegating routine tasks and the collection of patient information to others within their scope of their practice. Requesting feedback regarding all delegated activities.
- Communicating all relevant information (e.g., patient information, safety issues, problems with equipment, quality issues, etc.) to Charge Nurse/Supervisor.
- Assisting other staff in completion of their duties as time permits.
- Completing nursing charts and other documentation in a timely manner.
- Nurses may have to transport patients to and from the operating suites. Patients may be transported using a gurney, or occasionally may be moved while in a hospital bed.
- Nurses may be required to gather/collect supplies and equipment that, during a regularly



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scheduled surgery, would already have been placed in the surgical suite.

OF NOTE: During an emergency, disaster, or catastrophic event, which places life or property in jeopardy, employee may be assigned to any disaster service activity that promotes the protection of public health and safety. Assignment might require serving at a location, at times and/or under conditions that significantly differ from employee's normal work assignments. As an employee of Harrison Medical Center, employee may be directed to perform a role other than their regular job, by a superior or by law.

Worker's Skills and Traits

- Must have strong technical nursing skills, including the ability to assess, plan, implement, and evaluate patient care.
- Must have the ability to communicate well with patients, families, visitors, and other health care professionals, therefore good interpersonal and communication skills are required. Must have excellent writing skills to be able to document care and completed tasks.
- Must have a working knowledge of protocols and procedures, including infection control procedures and organizational patient safety standards.
- Must be able to work as a member of a team and have the ability to interface with a wide variety of professionals and members of the public.
- Must have a strong attention to detail.
- Must be able to initiate work independently, adapt to changes in the work environment, and prioritize and multi-task to accomplish assigned tasks.
- Must apply relevant HIPAA privacy and security standards.
- Must have basic computer skills.
- Demonstrated skills in verbal communication and listening.
- Demonstrated skills in sterile techniques, accountability and mechanical knowledge.



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Machinery, Tools, Equipment, Personal Protective Equipment:

Registered Nurses work with a variety of equipment in performing their assigned duties.

- Surgical instruments.
- Wheeled carts (used to store, organize, and/or transport items).
- Wheeled equipment (including surgical tables, orthopedic tables, bariatric tables, large microscopes, toolboxes, and video/monitoring equipment).
- Wheeled gurneys and hospital beds.
- Shelves, cabinets, and other storage units.
- Lead vests (worn during x-rays)
- SLIPP Patient Transfer Mover (used to transfer patients).
- Telephone.
- General office supplies, including pens, paper, folders, document organizers, staplers, and other items.
- Lockers.
- Windows-based computer (with applicable accessories, including keyboard and mouse).
- EPIC Charting Software

Registered Nurses wear surgical scrubs, shoe covers, and head covers. During procedures, Nurses wear eye protection and masks. Nurses must also wash their hands before entering a sterile environment, or touching sterile instruments or equipment.

Education / Training / Experience:

Current registration as a RN in the State of Washington

Bachelor's Degree in nursing preferred. Additional education, certification & current education enrollment may substitute for a Bachelor's Degree.

BLS certification. ACLS/PALS required based on area of assignment. NRP required based on area of assignment.

RN candidate must have strong surgical experience in Orthopedics. Must have high clinical standards, effective communication skills and be able to work harmoniously with a diverse team. Must have WA licensure. Some call coverage is required.

Continuing education & license renewal required annually; Mandatory educational offerings (YED), as per Harrison Medical Center policy Population Specific continuing competency requirements. Knowledge and expertise in providing care to assigned population.



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Door to surgical suite / Trays and Computer Tower / Surgery Boards



Operating Table / Misc Equipment



Computer Station / Garbage Receptacle

1215 – 120<sup>th</sup> Ave NE Ste 205 Bellevue, WA 98005  
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Computer Station / Overhead Lights



Surgical Items Storage Room. Sterile Instrument Boxes.



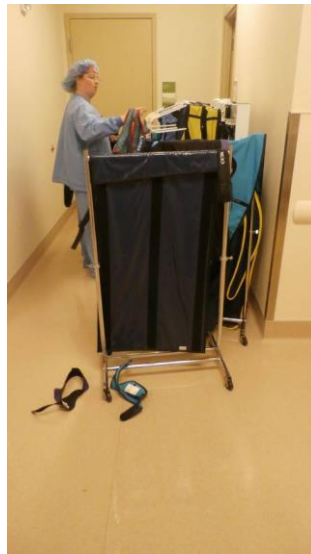
Example of Cart Full of Sterile Instrument Boxes / Lead Aprons



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Lead Shield / “Slipp” Transfer Patient Mover



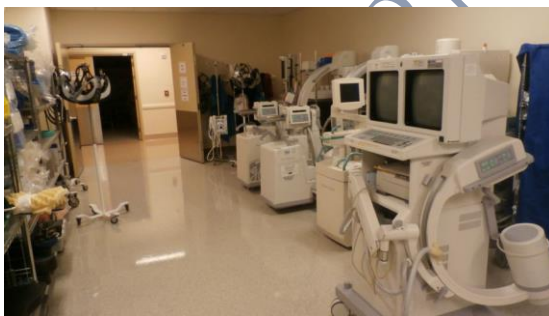
Example Maneuver w/SLIPP Transfer Patient Mover



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Medical Supply Room

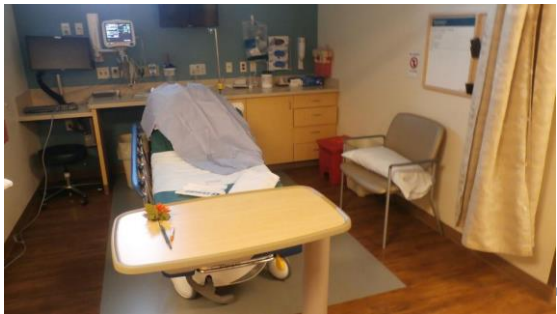




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Post-Surgery Suites



Nurses Station



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**PHYSICAL DEMANDS<sup>1</sup>**

**N/A:** Not Applicable

**S:** Seldom (1-10% of the time)

**O:** Occasional (10-30% of the time)

**STRENGTH:** ☐ Sedentary ☐ Light

**F:** Frequent (30%-70% of the time)

**C:** Constant (Over 70% of the time)

**WNL:** Within Normal Limits (talking, hearing, etc.)

☒ Medium ☐ Heavy ☐ Very Heavy

Frequency

Comments

Sitting	<b>S</b>	Potentially to complete nursing charts, and during breaks.
Standing	<b>F-C</b>	May include static standing postures during procedures. Participating in daily initial meetings regarding scheduled procedures. Talking with other staff members.
Walking	<b>F-C</b>	While gathering supplies and equipment within the Surgical Center; preparing an operating room for a procedure by gathering the necessary equipment and instruments and maintaining the sterile field. May have to walk longer distances if transporting patients from other parts of the hospital to/from the operating suites.
Lifting (up to 10 pounds)	<b>F-C</b>	Lifting patients' arms; lifting paperwork; taking supplies off the case cart (bags of saline (9-10 lbs); plastic bottles of other fluids (5-8 lbs.)); blankets; individual instruments; smaller storage boxes containing implants; empty Genesis boxes and Flashpaks (instrument sterilization boxes); smaller surgical table accessories.
Lifting (10 to 25 pounds)	<b>O-F</b>	Lifting patients' legs; lifting sterile instruments in Genesis boxes; surgical table accessories/attachments; larger storage boxes containing implantables (up to 20 lbs). Lead aprons. Patients using the SLIPP Patient Transfer Mover
Lifting (25 to 40 pounds)	<b>S-F</b>	Obtaining surgery table accessories or other necessary equipment and supplies from storage rooms.
Carrying (up to 10 pounds)	<b>F</b>	Carrying paperwork; supplies; blankets; instruments; smaller storage boxes; empty instrument sterilization boxes and Flashpaks; smaller surgical table accessories.
Carrying over 11 pounds	<b>N/A - O</b>	Carts are available.
Pushing/Pulling (up to 15 pounds of force)	<b>F-C</b>	Maneuvering surgical tables, case carts, carts holding instruments and equipment, and other wheeled carts and stands. Pulling boxes containing implantables off cart to obtain/retrieve requested items; opening/closing doors. Note: Most carts have rotating wheels on all four corners of the carts to ensure carts can be maneuvered easily in tight spaces (specifically in and around the operating suites).
Pushing/Pulling (15 to 25 pounds of force)	<b>O-F</b>	Positioning patients on the surgical table before and after anesthesia; transferring patients to/from surgical table (when multiple people involved). Maneuvering case carts, and moving carts holding sterilized instruments in sterilized cases and implantables. Scope tower.

<sup>1</sup> RNs are encouraged to request assistance if need be with any lift, carry or push/pull activities.



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Pushing/Pulling (25 to 50 pounds of force)	<b>S</b>	Transferring large patients to/from surgical table with SLIPP. Potentially when positioning patients on the surgery table. Pushing fully loaded case carts; moving fracture tables, Jackson Tables (8 feet long and approx. 40 lbs of force to move), Andrews Tables (45-50 lbs of force to move), and other larger types of tables and equipment from storage areas to surgical suites. May also include transporting patients to and from operating rooms.
Climbing Ladders/Stairs	<b>S</b>	Step stools are available to use to reach overhead electrical plugs, and gas and suction connections that cannot be reached while standing. Step stools may also be used to reach items stored on taller shelves.
Working at Heights/Balancing	<b>S</b>	If using a step stool.
Bending at Waist	<b>F-C</b>	Gathering supplies and instruments to set up operating suite; obtaining and connecting accessories to surgical tables; setting up sterile field; pushing carts and equipment. Potentially gathering items after a procedure and transporting patients to and from the operating rooms. Also when using lower lockers.
Bending Neck	<b>S-F</b>	Setting up surgical suites; gathering supplies and equipment; pushing carts and equipment; assisting during procedures. Potentially while transporting patients.
Reaching (Shoulder level or below)	<b>F-C</b>	While gathering supplies and equipment (case carts have shelves at 8, 18, 32, and 48 inches, and storage shelves holding supplies are generally at 8, 30, 48 and 60 inches above the floor); setting up a sterile field in an operating suite (generally 34 to 36 inches); washing hands at sink; assisting during a procedure. <u>Note:</u> During a procedure, a Nurse may be required to extend an arm and remain in a static posture for an extended period of time (e.g., holding an arm or leg, or holding a small camera for the Surgeon). Upper body strength is considered very important for Nurses in Surgical Services.
Reaching (Over shoulder level)	<b>O-F</b>	Reaching overhead electrical plugs, and gas and suction connections; reaching supplies and equipment stored over shoulder level (storage shelves holding supplies are generally at 8, 30, 48 and 60 inches above the floor). May have to reach overhead to adjust or maneuver equipment. May have to reach over the shoulder to hold a patient's arm or leg while prepping the extremity for a procedure. Using upper lockers.
Kneeling/Squatting	<b>S-F</b>	May kneel or squat when gathering or attaching accessories to the surgical tables, or when obtaining items stored below waist level. Using lower lockers.
Foot Controls	<b>S</b>	Operating wheel brakes on wheeled carts or equipment. Changing functions on stretchers/gurneys (changing from lock to steer to maneuver).
Crawling	<b>S</b>	Under beds; fixing equipment.
Repetitive Motion	<b>N/A</b>	The variety of tasks assigned to the Nurses eliminates repetitive motions.



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Twisting at Waist	N/A				
Handling/Grasping	C	20	% Pinch Grasp	80	% Whole Hand Grasp
Fine Finger Manipulation	F-C	Picking up small supplies and other items; opening packaged items; plugging in cords or tubes; using a computer; writing; using a telephone.			
Writing	S-F	Completing nursing notes, care plans, and other documentation as necessary.			
Keyboarding	O-F	Nurses use the computer system to look up patient information, charting, education and communicate via electronic mail.			
Talking	C	While communicating with co-workers, patients, families, and other professionals.			
Hearing	C	While communicating with co-workers, patients, families, and other professionals. Listening for pages or calls on the overhead speakers.			
Seeing	C	Good visual abilities would be considered very important in this position.			
Normal Job Site Hazards	C	Exposure to communicable diseases and body fluids. Needle sticks. Slippery floors. Larger equipment and carts being pushed by other staff members. Other conditions common to clinical environments.			
Expected Environmental Conditions	C	Average temperature in the OR suites is 67 degrees F. The operating suites have varying light conditions, based on the procedure and the specific desires of the Surgeon performing the operation.			

The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective quantifiable data. For this reason, a "best estimate" may have been used when reporting physical demand frequencies.

Analysis was done on the job site? ☒ Yes ☐ No

Job Analysis Reviewed By:

Completed by Vocational Provider Craig Bock, M.A., CRC, CEAS  
(Provider #'s: 9281; 173758)

Date February 21, 2016 Signature of Vocational Provider 





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**FOR PHYSICIAN'S/EVALUATOR'S USE ONLY**

- ☐ The injured worker can perform the physical activities described in the job analysis and can return to work on \_\_\_\_\_
- ☐ The injured worker can perform the physical activities described in the job analysis on a part-time basis for \_\_\_\_\_ hours per day. The worker can be expected to progress to regular duties in \_\_\_\_\_ weeks/months.
- ☐ The injured worker can perform the described job, but only with the modifications/restrictions in the attached report and/or listed below. These modifications/restrictions are (check one):  
☐ Temporary for \_\_\_\_\_ weeks \_\_\_\_\_ months  
☐ Permanent
- ☐ The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one):  
☐ Temporary for \_\_\_\_\_ weeks \_\_\_\_\_ months  
☐ Permanent

COMMENTS:

Date \_\_\_\_\_ Physician's/Evaluator's Signature \_\_\_\_\_  
Physician's/Evaluator's Name Printed \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO: Bock Consulting**  
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**Phone: (425) 823-7115**