



**Unit Name** Minor Procedures

**Unit Location** QEII Health Sciences Centre, Halifax Infirmary, 4<sup>th</sup> Floor

**Program** Ambulatory Care Services

## **Nova Scotia Health Authority Outpatient Service Profile**

**The purpose of this Profile is to provide Nurses with an overview of each service area.**

<u><b>General Information</b></u>	
<b>Service</b>	Minor Procedures
<b>Site</b>	QEII Health Sciences Centre, Halifax Infirmary, 4 <sup>th</sup> Floor
<b>Brief description of the Unit</b>	Outpatient clinic that is divided into two service areas; procedures and recovery. Procedures include melanoma surgeries and other elective surgeries (i.e carpal tunnel release, toe amputation). Recovery includes IV solumedrol, Iron and IVIG treatments, and pre/post operative care.
<b>Unit Orientation</b>	Unit orientation includes working with current staff for approximately 2 weeks, then working independently.  Orientation also includes self-directed learning such as reading the policies and procedures related to the clinic.
<b>Number of Beds</b>	N/A

### Patient Care

<b>Patient Population</b>	Procedure area: patients having minor procedures under local anaesthesia. Some common procedures are carpal tunnel release, removal of skin lesions and removal of hardware. Recovery area: patients that require preparation and recovery for procedures. Most common procedures are colonoscopy, gastroscopy, angiogram, TEE, dolbutamine studies and bronchoscopies. Administration of blood products/intravenous medications (IVIG, Iron).
<b>Average Patient Age Range</b>	16 and older
<b>Nursing Model of Care</b>	<p>Primary Nursing: _____ Team Nursing: _____ Other: <input checked="" type="checkbox"/> Total Patient Care: _____            Modified Total Patient Care: _____</p> <p><b>Other:</b> Procedure side is operational dependent; Recovery side has 2 RNs at all times.</p>

### Systems

<b>Medication System</b>	<p>Traditional: <input checked="" type="checkbox"/> Unit Dosage: _____ Other: _____</p> <p><b>Other:</b></p>
<b>Scheduling</b>	<p>Manager: <input checked="" type="checkbox"/> Self: _____</p>
<b>Average Number of Staff per Shift</b>	<p>Days: RN <u>2</u> LPN _____ CTA _____            Evenings: RN _____ LPN _____ CTA _____            Nights: RN _____ LPN _____ CTA _____</p> <p>Procedure side – based on operational requirements</p>
<b>Service Hours</b>	<p>Monday – Friday 0800-1600 (start and end time can vary to meet clinic needs) (Procedure)</p> <p>Monday – Friday 0700-1700 (Recovery)</p>
<b>Length of Shift</b>	<p>8hr: <input checked="" type="checkbox"/> 12 hr: _____ Other: <input checked="" type="checkbox"/></p> <p><b>Other:</b> 10 hrs shifts (recovery)</p>

**Staff**

<b>Staff Mix</b>	RN: <u>100</u> % LPN: <u>    </u> % CTA: <u>    </u> %
<b>Physician Coverage</b>	On Call: <u>    </u> On Site: <u>X</u> N/A: <u>    </u> Other: <u>    </u>
<b>Multidisciplinary Team Members</b>	Unit aide, LPN

**Required Skills, Qualifications & Experience**

**RN**

*Registered Nurses provide professional nursing services, deliver health education programs and provide consultative nursing services to promote, maintain and restore patient health.*

<ul style="list-style-type: none"><li>• <b>Responsibilities</b></li></ul>	Procedures: Assist the physician during the minor procedure. Take patient history, medication history. Assist with sterile setup. Recovery: Provide pre/post operative care for minor procedures and procedures. Complete physical assessments, patient history, and medication history.
<ul style="list-style-type: none"><li>• <b>Skills Required</b></li></ul>	Solid critical thinking and problem solving skills. Venipuncture for IV insertion and blood collection. Port-a-cath access, assessment and patient teaching skills, discharge patients post IV sedation, administration of blood products. Ability to prioritize and work as a member of a multidisciplinary team.
<ul style="list-style-type: none"><li>• <b>Additional Responsibilities</b></li></ul>	Strong collaboration with Physicians and other health care members.
<ul style="list-style-type: none"><li>• <b>Additional License/Certification/Education required</b></li></ul>	Previous OR, recovery (PACU), or ambulatory care experience considered and asset. ACLS an asset. Physical assessment skills/course.

**Completed by:** Karina Rankka, Health Services Manager Ambulatory Care

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