**Unit Name** Minor Procedures  
**Unit Location** QEII Health Sciences Centre, Halifax Infirmary, 4th 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.

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<thead>
<tr>
<th><strong>General Information</strong></th>
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<tr>
<td><strong>Service</strong></td>
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<td><strong>Site</strong></td>
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<tr>
<td><strong>Brief description of the Unit</strong></td>
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| **Unit Orientation** | 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. |
| **Number of Beds** | N/A |
### Patient Care

**Patient Population**

Procedure area: patients having minor procedures under local anaesthesia. Some common procedures are carpel tunnel release, removal of skin lesions and removal of hardware. Recovery area: patients that require preparation and recovery for procedures. Most common procedures are colonscopy, gastroscopy, angiogram, TEE, dolbutamine studies and bronchoscopies. Administration of blood products/intravenous medications (IVIG, Iron).

**Average Patient Age Range**

16 and older

**Nursing Model of Care**

Primary Nursing: _____ Team Nursing: _____ Other: _____ Total Patient Care: _____

Modified Total Patient Care: _____

**Other:** Procedure side is operational dependent; Recovery side has 2 RNs at all times.

### Systems

**Medication System**

Traditional: **X**  Unit Dosage: _____  Other: _____

**Other:**

**Scheduling**

Manager: **X**  Self: _____

**Average Number of Staff per Shift**

Days:  RN [___] LPN [____] CTA [____]

Evenings: RN [____] LPN [____] CTA [____]

Nights: RN [____] LPN [____] CTA [____]

Procedure side – based on operational requirements

**Service Hours**

Monday – Friday 0800-1600 (start and end time can vary to meet clinic needs) (Procedure)

Monday – Friday 0700-1700 (Recovery)

**Length of Shift**

8hr: **X**  12 hr: _____  Other: **X**

**Other:** 10 hrs shifts (recovery)
**Staff Mix**

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<thead>
<tr>
<th>RN</th>
<th>LPN</th>
<th>CTA</th>
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<td>100%</td>
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**Physician Coverage**

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<tr>
<th>On Call</th>
<th>On Site</th>
<th>N/A</th>
<th>Other</th>
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**Multidisciplinary Team Members**

Unit aide, LPN

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**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.*

- **Responsibilities**
  

- **Skills Required**
  
  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.

- **Additional Responsibilities**
  
  Strong collaboration with Physicians and other health care members.

- **Additional License/Certification/Education required**
  
  Previous OR, recovery (PACU), or ambulatory care experience considered and asset. ACLS an asset. Physical assessment skills/course.

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

**Date:** June 29, 2015