**Unit Name:** 3B  

**Unit Location:** 3rd Floor, Centennial Building, VG Site  

**Program:** ENT, OMFS and General Surgery  

**Nova Scotia Health Authority Inpatient Profile**

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Ear, Nose and Throat (ENT), Oral and Maxillofacial Surgery (OMFS) and General Surgery</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site</strong></td>
<td>QEII Site, Victoria General Building</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief description of the Unit</th>
<th>3B is an acute care inpatient setting functioning in collaboration with the 2 ambulatory clinics.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT Service – Tumor removal from head and neck, airway management (tracheotomy), otolaryngology surgeries (cochlear implants), general ENT cases (sudden hearing loss, vertigo, infection, emergency epistaxis), and surgery (septal deviations, sinus, tonsils, adenoids and thyroid).</td>
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</tr>
<tr>
<td>OMFS Service – Dysfunctional oral conditions and cancers, including surgery (broken jaws, trauma, orthogonathic surgery, TMJ, reconstruction and cancer mass removal).</td>
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</tbody>
</table>
| **Unit Orientation** | 1 week general and interdisciplinary hospital orientation for new hires.  
8-12 preceptor shifts on the unit with an experienced staff member (depending on level of experience)  
1 day IT  
1 day orientation with clinical educator  
½ day orientation with the Enterostomal Therapy nurse |
| **Number of Beds** | 3B is a 25 bed inpatient unit providing care for 11 ENT, 6 OMF and 8 GSR admitting diagnoses. |

## Patient Care

### Patient Population
Care of patient population with ENT, Head and Neck disorders including cancer. Various diagnoses to the adenoid glands, balance, hearing loss, nose bleeds, tinnitus, disorders of the voice, neck masses and cancer (throat and thyroids). Otolaryngology surgery (cochlear implants), airway management (tracheotomy) and Emergency ENT disorders (hearing loss, vertigo and nose bleeds).

Care of the OMF patient population with dysfunctional oral conditions and cancer (various diagnosis broken jaws, facial trauma, orthognathic surgery, cancer removal and teeth extractions).

Care of the GSR patient population includes a variety of surgeries for benign and malignant growth of tumors, cholecystectomy, bowel resection, flaps, hernias, reconstruction, Chron’s and Colitis.

### Average Patient Age Range
Primarily serves a young adult to elderly patient population.

### Nursing Model of Care
Primary Nursing: _____  
Team Nursing: _____  
Other: ___  
Total Patient Care: _____  
Modified Total Patient Care: X____  
Other: |

### Systems

#### Medication System
Traditional: _____  
Unit Dosage: X___  
Other: ____  
Other: |
### Scheduling

| Manager: ____ | Self: X |

### Average Number of Staff per Shift

| Days: RN 5 LPN 1 CTA 0 | Evenings: RN 5/4 LPN 1 CTA 0 | Nights: RN 4 LPN 1 CTA 0 |

### Service Hours

| Inpatient 24/7 |

### Length of Shift

| 8hr: ____ | 12 hr: X | Other: ____ |

### Other

### Staff

### Staff Mix

| RN: 80% | LPN: 20% | CTA: ____% |

### Physician Coverage

| On Call: X | On Site: X | N/A: ____ | Other: ____ |

### Multidisciplinary Team Members

An interdisciplinary team works with patients and families to help meet their physical, psychosocial and spiritual needs.

The team includes Oral Surgeons, Oral Surgery Residents, General Surgeons, Surgical Residents, Medical Students, Radiation and Medical Oncologists, Otolaryngology Surgeon, Otolaryngology Resident, Health Service Manager, Registered Nurses, Dietitians, Physio Therapy, Occupational Therapy, Enterostomal Therapist, Speech Language Pathologist, Unit Aide, Clerical staff, Case Manager, Respiratory Therapist, Social Worker, Audiologist, Porters, Spiritual Care, Clinical Pharmacist, Clinical Nurse Educator and consult services (radiation, oncology, infectious disease, palliative care).
## 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

- Pre and post operative care of a surgical patient
- Care and management of JP, G tubes, Feeding, Nasogastric tubes
- Pain Management (IV, PCA, Epidural, PO)
- Line Management (CVAD’s and IV’s)
- Transfusion of blood products
- Medication Administration (PO, IM, IV, SQ)
- Knowledge of complex wound care (microvascular flaps and NPWT)
- Patient and family teaching pre and post operatively
- Knowledge of tracheotomies (care, emergency situation, management)
- Knowledge of ostomy care and management
- Participates in multidisciplinary rounds
- Unit Efficiency: Staffing and charge duties

### Skills Required

- AED/BLS-C certification is required.
- Certification in the following competencies: Peripheral IV therapy, Blood specimen/collection, Blood cultures, Blood/Blood Products, Blood Transfusion, Influenza Immunization, IV medications
- Tube Management (N/G, Feeding tubes)
- IV medications
- Tracheotomy care and management.
- Physical Assessments
- Airway management

### Additional Responsibilities

- Must have excellent interpersonal, communication and organizational skills. Commitment to team work. Excellent time management. Must have the ability to stand for long periods of time.

### Additional License/Certification/Education required

- Previous post surgical care experience an asset.
- Professional maturity and ability to work with patients and families experiencing complex life situations (such as cancer, tracheotomies, facial disfigurement)

**Completed by:** Debbie Wentzell  
**Date:** June 22, 2015