

**SIU School of Medicine**  
**POSITION DESCRIPTION**

**INCUMBENT:** **CSN:** N10970.000

**PRESENT CLASSIFICATION:** RN Charge Nurse **DATE:**

**DEPARTMENT/DIVISION:** SIU Center for Family Medicine  
**UNIT:** Clinical Operations/Nursing/Triage

**Function**

This position is responsible for ensuring an efficient clinic workflow at the SIU Center for Family Medicine-Springfield site for the Green and Purple clinics and as such will directly supervise the floor nursing staff and medical staff for those teams. The individual in this position must be able to act independently considering the daily workload and emergencies of the day as they evolve. In addition, this position will be a working supervisor, filling in on the floor as needed when vacancies or emergencies occur.

**Organizational Relationship**

This position reports to the Nurse Administrator who in turn reports to the Health Center Administrator for the SIU Center for Family Medicine FQHC-Springfield.

**Duties and Responsibilities**

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvements.

**65% ADMINISTRATION**

1. Directly supervise floor and triage nurses and medical assistants including hiring, evaluation and disciplinary process.
2. Order supplies for unit and assist the Nurse Administrator with preparing the Nursing/CMA schedule each week.
3. Set daily priorities for the floor nursing/CMA assigned to supervise.
4. Responsible for the oversight and maintenance of clean, well-equipped and supplied exam rooms, assembles clean and sterile packs for special procedures, and maintains clean and sterile equipment
5. Organize workflow for point of care testing at clinic visits.
6. Organize pre-visit planning and huddles.
7. Work cooperatively with Care Coordinators regarding best care and treatment plans for patients.
8. Orient, train and competency new staff.

## **25% PATIENT CARE**

9. Provide professional nursing services to patients of the Center for Family Medicine including but not limited to the following: taking vital signs, administering blood pressure checks and vision screening tests, skin and tissue assessment, ear lavage, wound management and care, suture removal and care, and assisting the physician in documenting medication management.
10. Demonstrate competency in performing the following tests: accu-checks, quick strep tests, pregnancy tests, urinalysis, electrocardiograms, neonatal non-stress tests, hemocults, peak flows, nebulizer treatment, urine dips, pulse oximetry, and immunizations.
11. Assist the providers in examination of the patients including room setup by type of visit and the distribution of patient educational materials according to treatment plan.
12. Assist providers in procedural clinics.
13. Coordinate patient and family education prior to diagnostic and/or therapeutic procedures.
14. Responsible for the preparation of the environment and equipment to assure safe and accurate clinical, diagnostic and therapeutic procedures.
15. Administer and record prescribed medications and immunizations by IM, subq. intradermal, and by mouth; refill prescriptions under provider order.
16. Make judgment decisions regarding urgent visits and/or provide phone advice to patients consistent with nursing body of knowledge.

## **10% TEACHING**

22. Evaluate residents and other learners in the clinic according to established criteria.
23. Teach residents to function efficiently in the ambulatory setting, including appropriate use of multidisciplinary team approach to care and community resources.
24. Serve on and attend program, department and school-wide committee meetings as requested.

## **Knowledge required for the Job**

1. Possession of an Illinois license as a registered nurse with the Illinois Department of Registration and Education.
2. Ability to work as a member of a multidisciplinary team.
3. Excellent customer service skills
4. Problem solving abilities
5. Strong written & verbal communications skills
6. Possession of current CPR card.

## **Skills and Abilities Needed for the Position:**

Sensitive to the needs of underrepresented minority populations.

## **Responsibility**

- A. Supervisory Controls – The individual in this position must be able to work independently with little supervisory controls. The incumbent must be able to determine priorities on their own.
- B. Guidelines – This position will be trained on administrative duties by the Lead Charge Nurse. The incumbent will follow professional nursing guidelines in providing direct patient care and will follow established protocols developed by faculty physicians for triage and treatment of patients.

## **Difficulty**

- A. Complexity – The incumbent must be able to adapt to changes in physician requirements and needs and must use sound judgment and be attentive to detail.
- B. Scope and Effect – This position is responsible for a wide scope of administrative and patient care activities that affect patient care outcomes. Negligent performance could be harmful to a patient's health and impact their quality of life.

**Personal Contacts**

This position will interact with faculty, residents, and staff from other school-wide departments and with the other family medicine clinics located in Jacksonville, Lincoln, Decatur, Quincy and Carbondale. The position will also interact with medical students and other learners in the clinic setting and must interact on a daily basis either in person or by phone with patients and community physician offices. Employee is expected to maintain confidentiality of patient information and act in a professional manner at all times.

**Environmental, Health and Safety Responsibilities**

Participates in meetings, trainings, and other environmental, health and safety activities as required by SIU School of Medicine.

**Working Conditions**

Work environment is a highly stressful, fast-paced setting. Incumbent must be able to multi-task and stay calm under stress. See attached for Physician and Environmental Requirements form.

INCUMBENT: \_\_\_\_\_ DATE \_\_\_\_\_  
Employee

SUPERVISOR: \_\_\_\_\_ DATE \_\_\_\_\_  
Airn Etherton, FNP-BC  
Director of Clinical Operations

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Natalie Nale, MHA  
Family Medicine Administrator

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: \_\_\_\_\_

Position No. (If applicable): **N10970.000** Department: **Family and Community Medicine/Springfield-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	10 - 20 lbs.				<input type="radio"/>
Carrying	10 - 20 lbs.				<input type="radio"/>
Lifting	10 - 20 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date