

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT: **CSN:** N10969.000 **FLSA STATUS:** Exempt

PRESENT CLASSIFICATION: RN Charge Nurse **DATE** 11/1/2021

DEPARTMENT/DIVISION Family Medicine Decatur

Function

This position is responsible for ensuring an efficient clinic workflow at the SIU-Decatur Family Medicine site and as such will directly supervise the floor nursing staff and medical assistants. 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 on the clinical floor. This position will also serve in the absence of the Nurse Administrator.

Organizational Relationship

This position reports to the Nurse Administrator who in turn reports to the Family Medicine Administrator for the SIU-Decatur Family Medicine.

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 improvement.

65% CLINICAL DUTIES:

1. Provide professional nursing services to patients of SIU-Decatur Family Medicine including but not limited to the following: obtain vitals, 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.
2. Recommend the purchase of new exam equipment and supplies as needed.
3. Assist the Nurse Administrator with development of policies, guidelines, and competencies for nursing staff and laboratory.
4. Organize daily Team Time huddles.
5. Demonstrate competency in performing the following tests: accuchecks, rapid strep tests, pregnancy tests, urinalysis, electrocardiograms, hemoccults, peak flows, nebulizer treatment, urine dips, pulse oximetry and immunizations.
6. 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.
7. Assist physicians with procedures.
8. Coordinate patient and family education prior to diagnostic and/or therapeutic procedures.
9. Responsible for the preparation of the environment and equipment to assure safe and accurate clinical, diagnostic and therapeutic procedures.
10. Make judgment decisions regarding urgent visits and/or provide phone advice to patients consistent with the nursing scope of practice.

25% ADMINISTRATION

11. Directly supervise floor nurses and medical assistants.
12. Prepare the Nursing/CMA schedule each week for the clinic.
13. Set daily priorities for the floor Nursing/CMA
14. Assist with triaging walk in patients, coordinating care and assisting in setting up systems for efficient patient flow.
15. Responsible for the oversight and maintenance of all exam and procedure rooms: clean, well-equipped, and well supplied. Assists with the assembling of clean, sterile packs for special procedures.
16. Assists with the VFC and ICARE programs for immunizations.
17. Organize efficient workflow for point of care testing at clinic visits.
18. Work cooperatively with Care Coordinators regarding best care and treatment plans for patients.
19. Assist in oversight of Care Coordination Team (CCT).
20. Orient, train and competency new clinical floor staff.

10% TEACHING

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

Skills and Abilities Needed for the Position

1. Sensitive to the needs of underrepresented minority populations.
2. Demonstrates, by action, commitment to the mission and the behavioral standards of the 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.
3. Ability and desire to learn new software applications & EMR.
4. Ability and desire to function well with faculty, resident physicians, nursing staff, other staff, and outside health care agencies and providers.
5. Ability to readily understand verbal and written instructions.
6. Ability to explain verbal and written instructions clearly to patients.
7. Ability to teach and educate others, including patients and staff.
8. Confident and professional in performance of job duties.
9. Helpful, courteous, and willing to work within knowledge and competency.
10. Strong oral, written, and interpersonal communication skills.
11. Strong organizational and time management skills.
12. Skill in venipuncture.
13. Regularly demonstrates department and age specific competencies for all ages.

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 by the Nurse Administrator for all administrative tasks. The incumbent will follow professional nursing guidelines in providing direct patient

care and follow established protocols developed by SIU Healthcare and SIU- Decatur Family Medicine.

Difficulty

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

Personal Contacts

This position will interact with faculty, residents and staff from other school-wide departments and with sister sites in Springfield, 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 highly stressful, fast paced setting. Incumbent must be able to multi-task and stay calm under stress. See attached for physical and environmental requirements.

_____ DATE _____
Charge Nurse
SIU Decatur Family Medicine Residency Program
Department of Family and Community Medicine

_____ DATE _____
Brenda Allen, RN
Nurse Administrator
SIU Decatur Family Medicine Residency Program
Department of Family and Community Medicine

_____ DATE _____
Amber Garwood, APRN
Director of Clinic Operations
SIU Decatur Family Medicine Residency Program
Department of Family and Community Medicine

