

**Clinic Nurse
Position Description**

INCUMBENT: _____

CSN N11485.001

Classification Title: CHARGE NURSE

DATE ____

DEPARTMENT/DIVISION: Family & Community Medicine-Quincy

Function

This position is responsible for assisting with the efficient and effective management and supervision of the clinical area at SIU Center for Family Medicine-Quincy. This position must utilize independent judgment, problem-solving and nursing skills to maintain excellent patient care and resolve clinical operational issues. This position assists with direct supervision of all nursing personnel in the clinical area. 1

Organizational Relationship

This person reports to the Site Administrative Director at SIU Center of Family Medicine – Quincy.

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 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.

Administrative

50%

1. Assists with managing the clinical nursing practice and patient care delivery services and functions of the department; hires, schedules, orients, trains, evaluates and disciplines nursing staff.
2. Delegates authority and accountability to nursing staff for appropriate clinical nursing practice and patient care decisions.
3. 1 Resolves issues related to patient care and scheduling of staff.
4. Assists with overseeing teaching and health maintenance of staff, residents, midlevel students, medical students, and patients. Supports the staff and assists in implementing changes in the patient care policies.
5. Assists with maintaining a safe and caring environment for patients that are conducive to positive health teaching and health maintenance.
6. Assists with department's compliance and staff education regarding regulations and departmental policies and procedures on an ongoing basis.
7. Assists in revising and upgrading standards of practice in the department with effective compliance mechanisms in place.
8. Assists with coordinating and training faculty, residents, fellows, midlevel providers, staff, midlevel students, and medical students in regard OSHA policies.
9. Interacts with Department of Public Health, nursing homes, hospitals and others for services of patients.
10. Assists with implementing and evaluating quality assurance program. Participates in CQI committees and helps implementation process.

11. Seeks out and incorporates standards of care from professionals by attendance at meetings and seminars which are relevant to the department.
12. Effectively educates staff and implements compliance activities.
13. Assists with recruiting, hiring, retention, evaluating, counseling, disciplining and educating nursing staff.
14. Assures effective and appropriate use of all available resources to assure quality patient care.
15. Ensures accuracy of nursing department payroll.
16. Suggests and implements ideas for greater efficiency and utilizes organizational resources to assist staff or meet regulatory compliance.
17. Assists in ordering patient education materials, nursing supplies and equipment.
18. Oversees appropriate inventory levels and inventory of any vaccines.
19. Other duties as assigned.

Patient Care

45%

1. Obtains complete health and nursing histories for individuals and families who are patients of the clinic; utilizes this information when providing telephone triaging, direct care and patient education. Utilizes this information to identify gaps in care and barriers in clinic workflow and individual patients.
2. Offers the patient any brochures, diets or booklets pertaining to his/her particular health problems.
3. Teaches patient components of health care related to his/her diagnosis.
4. Participates in development of patient education.
5. Assists in patient teaching of new procedures such as nebulizer treatments, insulin management and other chronic disease treatments.
6. Coordinates follow-up of outpatient services; facilitates scheduling and performance of tests and procedures; provides follow-up care in conjunction with provider furnishing information and teaching. Utilizes quality measures such as UDS data, PCMH data, MU reports and other quality reports to identify patients with barriers or gaps in care.
7. Obtains pre-certifications and referrals for managed care patients, patients that are identified as high-risk or having barriers to care, and identifies specialized patient needs and informs appropriate staff members of staff.
8. Attends in-service classes and other meetings as directed and deemed necessary; suggests ideas for in-service training and improving patient education.
9. Assist with preparation of medications and treatment with consideration for patient safety as directed by provider.
10. Assists with data collection regarding patient-related issues including maintaining database/referral network of health services in collaboration with IT department.
11. Follows-up on provider's orders by transcribing these on charts and notifying the pharmacy when appropriate.
12. Participates in patient-care audits related to UDS data, MU, and PCMH.

Education

5%

1. Assists with planning in-services and educational meetings for staff.
2. Coordinates and leads staff meetings, attends regular departmental and organizational committee meetings and communicates all relevant information to staff.
3. Assists with orientation, training and evaluation of resident physicians, medical and nursing students.
4. Assists with continuing education opportunities to our professionals and patients related to designated specialty.
5. Assists with development of educational materials for patient education related to specialty.

Knowledge required for the Job

1. Licensure as a Registered Nurse by the Illinois Department of Financial and Professional Regulation.
2. Basic Life Support certification
3. Excellent written and oral skills
4. Able to work professionally and adeptly under pressure.
5. Sensitive to the needs of underrepresented minority populations.

Responsibility

A. Supervisory Controls

The supervisor, as needed, assigns duties. The employee establishes the procedures with the assistance and approval of the supervisor. The employee will then be expected to work independently, except for occasional consultation with the supervisor.

B. Guidelines

The Charge Nurse is responsible for seeing that the policies and guidelines are followed through, and is guided by University and Department policies and procedures.

This person will follow the Family Medicine, School of Medicine, University and Center for Family Medicine-Quincy guidelines. These are general guidelines and do not specifically outline how a person filling this position should perform. However, this person will be a direct reflection of the SIU Center for Family Medicine-Quincy and FCM – Quincy Residency Program. For this reason, neatness, cleanliness, organization, excellent communications skills, both oral and written, ability to get along with others, and personal conduct will be a consideration. Additionally, at SIU Center for Family Medicine – Quincy, we share accountability for safe practices. Employees are required to bring attention to safety issues, change current practices to enhance safety, share errors, and ask for help when needed.

Difficulty

- A. Complexity – Must adapt to changes in physician needs and requirements. Must use sound judgment and be attentive to detail and document thoroughly.
- B. Scope and Effect – The employee in this position directly affects patient satisfaction and health outcomes.

Personal Contacts

The employee will have frequent contact with all faculty, residents and staff, as well as patients, pharmacies, outside physician offices, labs and other health care organizations and agencies.

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

Must be able to work under stress and adapt to changing conditions and priorities. No risks or discomforts are anticipated in this position. Will be required to provide direct patient care including safe handling of body fluids

See attached Physical and Environmental Requirements form.

Incumbent
SIU Center for Family Medicine-Quincy

Date _____

Supervisor
SIU Center for Family Medicine-Quincy

Date ____

Site Administrative Director
SIU Center for Family Medicine-Quincy

Date ____

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Charge nurse**

Position No. (If applicable): _____ Department: **Family and Community Medicine/Quincy Clinic-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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	Over 60 lbs.	20 - 40 lbs.	5 - 10 lbs.	Less than 5 lbs.	<input type="radio"/>
Carrying	40 - 60 lbs.	20 - 40 lbs.	5 - 10 lbs.	Less than 5 lbs.	<input type="radio"/>
Lifting	Over 60 lbs.	20 - 40 lbs.	5 - 10 lbs.	Less than 5 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.

Amanda Hutton

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date