

## POSITION DESCRIPTION

INCUMBENT \_\_\_\_\_ CSN \_\_\_\_\_ FLSA STATUS: Exempt

PRESENT CLASSIFICATION Charge Nurse DATE \_\_\_\_\_

DEPARTMENT/DIVISION Internal Medicine

### **Function:**

The person in this position will furnish full-time clinical duties in the Internal Medicine Clinic Divisions. This nurse will assist physicians (including faculty, residents, and medical students) in patient care activities requiring specialized nursing skills and will act as the lead nurse in the Division(s).

### **Organizational Relationship:**

The incumbent will report to the Health Care Administrator III, who reports to the Assistant to the Chair, Department Administrator, who reports to the Chair of the Department of Internal Medicine. The position will be controlled by University procedures, but general directives, and by policies of the Department of Internal Medicine, SIU HealthCare and SIU School of 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.

#### **Indirect Patient Care:**

50%

1. Obtains pre-certifications and referrals for managed care patients.
2. Responsible for assisting in the operation of the clinic by maintaining patient information for procedures, education and medical records.
3. Serves as a clinical resource to clerical and ancillary personnel.
4. Attends in-service classes and other meetings as directed and as deemed necessary; suggests ideas for in-service training and improving patient education.
5. Maintains Basic Life Support certification required to perform nursing duties.

6. Supervises nursing care delivery ensuring that the patient care delivered benefits the patient and meets the individual physician/nurse practitioner/physician assistant's expectations.
7. Monitors the quality of work and services performed by clinical staff. Ensures that functions are performed according to policies and procedures.
8. Coordinates orientation and training for new personnel.
9. With assistance of the Nurse Administrator and relevant physician/nurse practitioner/physician assistant(s), interviews and hires clinic personnel to fill vacancies or new positions in the clinic.
10. Contributes to the development and implementation of a Quality Assurance Program for the nursing staff and participates in patient care audits.
11. Contributes to the development, maintenance, and updating of nursing policies, procedures and standards of care.
12. Performs employee evaluations, approves sick/vacation time, assesses need for compensatory time, and participates in the disciplinary process as required.
13. Provides oversight, correction, and mitigation of problems that arise in clinic, i.e. misunderstanding between staff members, physicians, and/or patients.
14. Conducts regular clinical staff meetings to communicate divisional, departmental, and organizational, changes, projects, and updates.
15. Working in conjunction with all Department of Internal Medicine Charge Nurses, regularly meet with and provide clinic coverage for each other.
16. Performs other indirect patient duties as assigned.

Direct Patient Care:

50%

1. Provides nursing support to physician/nurse practitioner/physician assistant(s).
2. Demonstrates clinical competence in carrying out patient care duties specific to assigned area.
3. Assists physician/nurse practitioner/physician assistant(s) with clinics including but not limited to: preparing patient for examination, testing, and/or procedures; obtaining vital signs and other pertinent information; scheduling and/or explaining procedures/tests to patient and family.
4. 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.
5. Documents patient's history, vital signs, and chief complaint in medical record.
6. Interviews patients and their families to determine patient/family dynamics, needs, and identification of any contributing factors to illness; guides other staff members in patient teaching; and assists patient's family to participate in patient's teaching plan.

7. Coordinates follow-up of outpatient services; facilitates scheduling and performance of tests and procedures; provides follow-up care in conjunction with attending physician/nurse practitioner/physician assistant furnishing information and teaching.
8. Manages acute and/or episodic minor illness of outpatients, and recommends and initiates treatment as indicated.
9. Screens/triages telephone calls from patients and other customers; answers questions using professional knowledge, expertise, and nursing judgement, and documents actions in patient chart.
10. Administers medications by appropriate route with consideration for patient safety.
11. Performs laboratory procedures specific to assigned area.
12. Responsible for facilitating efficient patient flow within assigned clinic.
13. Following guidelines/protocols established by physician/nurse practitioner/physician assistant(s), refills medications and documents such in patient chart.
14. Identifies specialized patient needs and informs appropriate members of the staff.
15. Performs PICC line removal and PICC line dressing changes per department protocol.
16. Responsible for and performs any and all LPN/RN functions pertaining to the specialties you are assigned.
17. Travels to satellite locations as assigned.
18. Performs other direct patient care duties as assigned.

**Skills, Abilities and Knowledge Needed for the Position:**

1. Sensitive to the needs of underrepresented minority populations.
2. Work longer than the assigned shift.
3. Work effectively under stress while maintaining an attitude of tact and diplomacy. Be able to adapt to the various practice styles.
4. Make sound decisions, enforce school policies and display fair judgment in all situations.
5. Communicate effectively with all levels of the organization.
6. Maintain responsibility to the SIU School of Medicine, the patients, and the nursing profession.

**Responsibility:**

- A. Supervisory Controls – Supervisory controls occur both written and orally from the Nurse Administrator for the Internal Medicine Ambulatory Clinics and, as needed, from the lead Health Care Administrator for the Department of Internal Medicine. The nurse uses independent judgment and discretion to operate his/her clinics according to individual physician preference and patient needs.

- B Guidelines – The incumbent has access to and understanding of the procedure manual and policy manual for the SIU School of Medicine. Performance appraisals are completed periodically according to school/department policy.

**Difficulty:**

- A. Complexity - The nurse must adapt to various practice styles of physicians in the Department of Medicine Clinic and must be able to cover more than one physician at a time when necessary. The nurse must possess a variety of skills which he/she must provide calmly in an environment of constant interruptions and pressure.
- B. Scope and Effect - The incumbent is expected to maintain a suitable environment for ambulatory patients. Their performance affects patients, physicians, and other clinical staff.

**Personal Relationships:**

The nurse has personal contact with the faculty and staff of the Department Medicine as well as staff from other SIU School of Medicine departments; residents and medical students; patients and families; pharmacists; pharmaceutical representatives; and personnel of St. John’s Hospital and Memorial Medical Center for the purpose of acquiring, exchanging, and giving information and coordinating activities.

**Possible Hazards:**

- Contact with steam sterilizers
- Contact with occasional infectious patient

**Environmental, Health and Safety Responsibilities:**

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

**Working Conditions/Physical Demands:**

See attached Physical and environmental Requirements form.

**INCUMBENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_ **DATE:** \_\_\_\_\_

Department Head/Chair

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Charge Nurse**

Position No. (If applicable): \_\_\_\_\_ Department: **Internal Medicine Clinic-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 checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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
HR-0195S 01/10	<input type="button" value="Clear"/>	<input type="button" value="Print"/>	<input type="button" value="Physical Demands Definitions"/>	Page 1 of 1