

## CIVIL SERVICE POSITION DESCRIPTION

<b>Incumbent</b>		<b>FLSA</b>	<b>Exempt</b>
<b>Present Classification</b>	Charge Nurse	<b>CSN</b>	
<b>Department/Division</b>	Cancer Institute Clinic	<b>Date</b>	

### FUNCTION

The incumbent functions as a charge nurse for the clinics held at Simmons Cancer Institute at SIU School of Medicine (SCI). This position will supervise clinic staff and ensures that safe, quality, efficient healthcare is provided to patients. This position will also provide direct nursing services for the physicians and clinical areas to which he/she is assigned.

### ORGANIZATIONAL RELATIONSHIPS

The nurse reports directly to the Nurse Administrator, who reports to the Healthcare Administrator III, who reports to the Director of Administrative Services at SCI. This position will be controlled by University procedures, by general directives, and by policies of the Simmons Cancer Institute and SIU Medicine. Department charge nurses hold a valid RN license will provide guidance for issues related to the Nurse Practice Act including but not limited to scope of practice, functions and duties.

### 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.

#### **Direct Patient Care 50%**

Acts under the physician's direction in providing nursing care & provides nursing care in accordance with the Nursing Practice Act of Illinois.

Follows standards of nursing practice in accordance with SIU's policies and procedures & Oncology Nursing Society (ONS) evidence based care & medication manufacturer's direction as indicated.

Follows research protocols when conducting patient research, including obtain informed consent, providing patient care as directed by research methodology, & documenting patient care according to protocol or clinic standards.

Performs clinic laboratory testing and procedural testing according to clinic protocols. Reports findings to physician and records on patient medical record.

Assists with procedures. Sets up and/or completes procedures as necessary under the direction of the MD, APN, or PA.

Develops and implements patient plan of care with the MD, APN, and/or PA.

Provides follow-up coordination of patient care by telephone with the patient, family, & other health care providers including insurance companies, case managers, home care agencies, pharmacies, extended care facilities, hospice units & hospitals when directed or needed.

Uses critical thinking skills to triage patient care priorities for patient phone calls and needs.

Utilizes and maintains equipment used in the assessment and treatment of patients.

Acts as liaison between healthcare facilities and other specialty agencies.

Functions as a primary nurse or back-up nurse as directed depending on the need. Follows direction of the primary nurse and physician when functioning as the back-up nurse.

Performs nursing & supervisory duties in other Divisions temporarily as assigned by the Healthcare Administrator II.

Documents teaching, phone calls, nursing assessments, interventions and evaluations in the electronic medical record.

Performs nursing procedure such as dressing changes, accessing/discontinuing central lines, administering IV fluids & medications according to protocol & clinical standards.

Under direction of physician, orders medication refills and documents such in electronic medical record.

Assures that tests, procedures, and surgeries are pre-certified according to insurance requirements if necessary.

Obtains referrals, pre-certifications etc. with third party payers when required/needed.

### **Administrative Duties**

**50%**

Directs & advises in orientation and training of new employees, temporary ones and familiarizes residents & medical students with the clinic operation & physician preferences when requested/needed.

Supervise clinical staff to ensure that the patient care delivered benefits the patient and follows policies and procedures of SCI and SIU Healthcare.

Organizes clinic patient flow and revises as necessary to maximize physician productivity and

minimize patient wait times.

Ensures accurate and current nursing procedures pertaining to patient care through appropriate supervision of clinical personnel in the clinical area

Ensures proper licensure and certifications of all staff members

Serves as a resource to departmental staff.

Performs employee annual and probationary evaluations. Provides constructive feedback and disciplinary action for clinic staff.

Responsible for completion of clinic staff daily/monthly assignment schedule, including assignment of nursing duties in other divisions to cover absences as necessary. Approves vacation, sick, and/or comp time.

Participates in the interview process and recommends hiring of clinic personnel. Coordinates and oversees orientation and training for new personnel and current staff.

Participates in the development, implementation, updating and maintains nursing policies, procedures, standards of care and quality assurance programs.

Maintains or delegates inventory of adequate supplies necessary for daily clinic activities and makes recommendations for equipment, commodities, and non-routine supplies

Performs other duties as assigned.

### **SKILLS AND ABILITIES NEEDED FOR THIS POSITION**

Sensitive to the needs of underrepresented minority populations.

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.

Good communication skills, both written and verbal.

Ability to perform under stress, to prioritize work, work without direct supervision, work well with others & to work as a member of a team.

Maintains current Registered Professional Nurse with the State of Illinois.

CPR certified.

Ability to maintain professional continuing education and competency.

**RESPONSIBILITY**

Supervisory control - as stated in organizational relationships. Supervisory controls occur both written and orally from supervisor to ensure the proper and efficient operation of the clinic determines all priorities and deadlines. The Charge Nurse uses independent judgment and discretion according to patients' needs and staffing levels to facilitate smooth clinical operations. The incumbent performs with a minimum of direct supervision.

Guidelines: The incumbent will have access to a manual of clinical procedures and a policy manual. Orientation will be given by clinic staff.

**DIFFICULTY**

Ability to adapt to various practice styles of physicians within the clinic and assist multiple patients, physicians and staff at a time, when necessary. The charge nurse must possess flexibility to manage unexpected changes in the normal day-to-day operations of the clinic. The nurse must be able to switch between tasks as necessary, ensuring completion of all tasks.

Capability to adjust schedule to accommodate emergencies or sudden changes and possess skills to interrupt one task, temporarily, to perform another. The charge nurse is expected to maintain a professional patient care and teaching environment. The incumbent's performance affects patients, physicians, clinical staff, and employee of outside agencies.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

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

See attached form outlining the physical and environmental requirements of the position.

\_\_\_\_\_  
Incumbent Date

\_\_\_\_\_  
Direct Supervisor Date

\_\_\_\_\_  
Department Head/Chair Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Charge Nurse**  
 Position No. (If applicable): \_\_\_\_\_ Department: **Cancer Institute Clinic-SMS**

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

<input checked="" type="checkbox"/> Office	<input checked="" 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 <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
-------------------	--	--	---	--	-----

*(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 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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		40 - 60 lbs.			<input type="radio"/>
Carrying		40 - 60 lbs.			<input type="radio"/>
Lifting		40 - 60 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