

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT _____ CSN _____ FLSA STATUS _____

PRESENT CLASSIFICATION Clinic Nurse, Full-Time DATE

DEPARTMENT/DIVISION Otolaryngology

Function

The incumbent in this position provides clinical duties to the Department of Otolaryngology.

Organizational Relationship

The incumbent will report to the Nurse Administrator, who reports to the Assistant to Chair, who reports to the Chair of the Department of Otolaryngology, who reports to the Dean/Provost of Southern Illinois University 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.

- I. DIRECT PATIENT CARE 80%
 - A. Acts under the physician's direction in providing nursing care & provides nursing care in accordance with the nursing practice act.
 - B. Follows standards of nursing practice in accordance with SIU's policies & procedures.
 - C. Maintains patient confidentiality in all patient interactions & medical records.
 - D. Using the nursing process, renders competent nursing care which focuses upon a highly specialized segment of otolaryngology
 - E. Participates with Department physicians and staff in primary care of outpatients.
 - F. Performs nursing assessments on patients in the clinic & on the phone: general, treatment specific, or problem-specific depending on the need & appropriateness. Assessments include anatomy & physiology, compliance, response to therapy, symptom management, monitoring for complications, laboratory & radiographic results.
 - G. Performs patient teaching in regards to post-operative care, medications, & early detection of complications, symptom management and proper follow-up.
 - H. Documents teaching, phone calls and nursing assessments, interventions & evaluations in the medical record.
 - I. Performs nursing procedures such as dressing changes.
 - J. Provides follow-up and coordination of patient care by telephone with the patient, family,

and other health care providers including insurance companies, case managers, home care agencies, pharmacies, extended care facilities, and hospitals when directed or needed.

- K. Under direction of physician, orders medication refills & documents such in the medical record.
- L. Maintains rapport with other school Departments and ancillary services.
- M. Schedules appointments for tests, consultations, etc.
- N. When needed, organizes & manages the assigned physician's outpatient clinics including evaluating medical records for completeness prior to patient visits; maintaining medical records and office flow sheets/files; bringing patients back to exam rooms; obtaining Ht., Wt., BP, TPR; reviewing current medications & allergies with patients, assisting the physician in the exam & office procedures as indicated/requested, and scheduling appointments, hospital reservations, tests, consultations etc.
- O. Maintains clean, well-equipped treatment and procedure rooms.

II. ADMINISTRATIVE RESPONSIBILITIES 20%

- A. Assists in the orientation of new nursing staff within the assigned clinic, if requested / needed.
- B. Familiarizes residents & medical students with the clinic operation & physician preferences when requested / needed.
- C. May delegate work to medical assistants (MA's) and licensed practical nurses (LPN's) to assist in clinic workflow.
- D. Assists in monitoring nursing quality assurance within the assigned clinical area.
- E. May assist in development, revision and implementation of protocols for assigned clinics.
- F. Initiates and participates in the development of patient and family education information relevant to patient care.
- G. Offers suggestions to help plan, implement, and evaluate procedures designed to improve operational efficiency and effectiveness within the assigned clinic/office.

Skills and Abilities Needed for the Position

- A. Experience in sterile technique, the administration of parental medications, and dressing changes.
- B. Good communication skills, both written and verbal.
- C. Ability to perform under stress and to prioritize work.
- D. Ability to work well with others and to work as a member of a team.
- E. Ability to work without direct supervision.
- F. CPR certified.
- G. Ability to maintain professional continuing education and competency.
- H. Sensitive to the needs of underrepresented minority populations.

- I. Ability and desire to learn new software applications.
- J. Strong organizational and time management skills.

Responsibility

- A. Supervisory Controls – as set in organizational relationships.
- B. Guidelines – The incumbent will have access to a manual of clinical procedures and a policy manual. Orientation will be given by clinic staff.

Difficulty

- A. Complexity – Ability to adapt to various practice styles of physicians within the clinic. Capability to adjust schedule to accommodate emergencies or sudden changes. Possess skills to interrupt one task, temporarily, to perform another. Assist multiple patients, physicians and staff at a time, when necessary. Work longer than the assigned time or adjust hours to accommodate the Department’s needs and the patient schedule. Will be required to work occasional holiday, extended hours, alternate shifts, weekends, or be on-call periodically.
- B. Scope and Effect – The purpose of the assignment is to gather information, assess problems/concerns of patients of the Department of Otolaryngology and to bring that information to the care provider for decision making determination when applicable.

Personal Contacts

Types of contact will include, but not limited to, face-to-face, telephone, e-mail, etc. The purpose of these contacts will serve to provide care for SIU Medicine Department of Otolaryngology patients.

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

See attached *Physical and Environmental Requirements* form.

INCUMBENT: _____ DATE _____

REVIEWED BY: _____ DATE _____

Sarah Stout, BSN
Nurse Administrator

Department Head/Chair

NOTE: Please be sure the current date and the appropriate original signatures are included on the completed description to indicate agreement and review. Significant differences between the supervisor's view of the position and the employee's view should be discussed and resolved prior to submittal of the position description. Unsigned descriptions received in the Office of Human Resources will be returned to the department.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Clinic Nurse**

Position No. (If applicable): _____ Department: **Otolaryngology-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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" 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 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 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 checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		20 - 40 lbs.			<input type="radio"/>
Carrying		20 - 40 lbs.			<input type="radio"/>
Lifting		20 - 40 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