

**SIU School of Medicine**  
**POSITION DESCRIPTION**

**INCUMBENT:** **CSN:** SMS.CS.N9759.002

**PRESENT CLASSIFICATION:** Clinic Nurse **DATE:**

**DEPARTMENT/DIVISION:** SIU Center for Family Medicine-Springfield  
**UNIT:** Floor

**FUNCTION**

This position is responsible for providing professional nursing services to patients at the Center for Family Medicine in Springfield. The incumbent will assist faculty and resident physicians and advanced practice professionals in enhancing patient care through face-to-face contact in the clinic and/or via the telephone or on-line for triaging and medical advice. The individual in this position must be able to act independently considering the daily workload and emergencies of the day as they evolve.

**ORGANIZATIONAL RELATIONSHIP**

This position will report to the Charge Nurse who in turn reports to the Nurse Administrator. The Nurse Administrator reports to the Director of Clinic Operations of SIU Center for Family Medicine-Springfield.

**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 improvements.

**PATIENT CARE 80%**

1. Provide professional nursing services to patients of the Family Practice Center including but not limited to the following: taking vital signs, administering blood pressure checks and 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. Demonstrate competency in performing the following test: accu-checks, quick strep tests, pregnancy tests, influenza tests, urinalysis, electrocardiograms, neonatal non-stress tests, hemocults, peak flows, nebulizer treatment, urine dips, pulse oximetry, and immunizations.
3. 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.
4. Assist physicians in procedural clinics.
5. Coordinate patient and family education prior to diagnostic and/or therapeutic procedures.
6. Handle patient telephone calls for triage and medical advice for the clinic, assessing needs and urgency of needs and implementing a proper plan of action under physician direction and/or nursing body of knowledge.
7. Responsible for the preparation of the environment and equipment to assure safe and accurate clinical, diagnostic and therapeutic procedures.
8. Assist with the coordination of referrals to community health care support services.
9. Follow-up on referrals with hospitals and participating specialists, instituting correct preparations for accurate continuum of care.
10. Administer and record prescribed medications and immunizations by intramuscular, subcutaneous, intradermal, and by mouth; refill prescriptions under physician or nurse practitioner/physician assistant order.

11. Make judgment decisions regarding urgent visits and/or provide phone advice to patients consistent with nursing body of knowledge.

**ADMINISTRATION 10%**

1. Assist the Charge Nurse with weekly nurse schedule assignments.
2. Assist the Charge Nurse and Nurse Administrator with annual competency of nursing staff.
3. Assist the Charge Nurse with the onboarding of new staff.
4. Serve as the lead worker to set priorities and activities of LPNs and CMAs.

**TEACHING 10%**

1. Evaluate residents and other learners in the clinic according to established criteria.
2. Teach residents to function efficiently in the ambulatory setting, including appropriate use of multidisciplinary team approach to care and community resources.

**KNOWLEDGE REQUIRED FOR THE JOB**

1. Possession of an Illinois license as a Registered Nurse with the Illinois Department of Financial and Professional Regulation.
2. Ability to work as a member of a multidisciplinary team.
3. Excellent customer service skills
4. Problem solving abilities
5. Strong written & verbal communications skills
6. Possession of current CPR card.

**SKILLS AND ABILITIES NEEDED FOR THE POSITION**

1. Sensitive to the needs of underrepresented minority populations.

**RESPONSIBILITY**

- A. Supervisory Controls – The supervisor, as needed, assigns duties. The employee establishes procedures with the assistance and approval of the supervisor, as necessary. The employee will be expected to work independently, except for occasional consultation with the supervisor.
- B. Guidelines –The incumbent will follow professional nursing guidelines in providing direct patient care will follow established protocols developed by faculty physicians for triage and treatment of patients.

**DIFFICULTY**

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

**PERSONAL CONTACTS**

This position will interact with faculty, residents and staff internally. This position will also interact with various external organizations including other provider offices, law offices, community organizations and many others.

**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 a highly stressful, fast-paced setting. Incumbent must be able to multi-task and stay calm under stress. See attached for physical and environmental requirements.

**SIGNATURES:**

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

Incumbent

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

Samantha Smith, RN, BSN  
Nurse Administrator

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Natalie Brockmeyer  
Family Medicine Administrator

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Clinic Nurse**

Position No. (If applicable): \_\_\_\_\_ Department: **Family and Community Medicine/Springfield-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 type="radio"/>	<input checked="" 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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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	10 - 20 lbs.				<input type="radio"/>
Carrying	10 - 20 lbs.				<input type="radio"/>
Lifting	10 - 20 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
Samantha Smith				
HR-0195S 01/10	Clear	Print	Physical Demands Definitions	Page 1 of 1