CIVIL SERVICE JOB DESCRIPTION

INCUMBENT: **DEPARTMENT:** Clinical Affairs
CLASSIFICATION: Clinic Nurse **DATE:** January 2023
CSN:

POSITION FUNCTION:
The individual in this position is responsible for providing nursing and related services in the Center for Maternal-Fetal Medicine clinical sites.

ORGANIZATIONAL RELATIONSHIP:
This individual is responsible to the Charge Nurse, who reports to the Certified Nurse Practitioner of Maternal-Fetal Medicine who in turn reports the Executive Director of Maternal-Fetal 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.

I. Clinical Activities: 90%

A. Retrieve patients from waiting areas, assign each to an examining room, record vital signs and prepare patients for examination. Assist attending physicians in the performance of obstetrical and gynecological examinations, pap smears, and all other MFM technical procedures, including but not limited to:

   a. cell-free fetal DNA
   b. Amniocentesis
   c. Real time sonography, including transvaginal sonography
   d. Mirena & Nexplanon insertion
   e. NST
   f. phlebotomy

B. Dispense oral medications, give injections, draw blood samples, routine urinalysis, remove sutures, replace bandages, packing, etc, all in a safe and accurate manner according to provider and pharmaceutical/laboratory directives with minimal or no discomfort to patients.

C. Exercise sound medical judgment in counseling MFM patients, dealing with pharmacies, medical facilities, etc., and explaining and/or supplementing clinical information, treatment plan, surgical procedures, etc., as presented by the attending physicians. Determine medical emergencies via information from patients and available clinical data and/or telephone conversations, discussing same with physicians or requesting immediate patient appointments for treatment.

D. Maintain an inventory and order of supplies necessary for clinical operations, ordering as necessary in compliance with procedures.

E. Ensure pertinent records are secured from referring physicians as well as other referral information necessary for physician communication. Obtain/review laboratory and x-ray results, chart values on flow sheets or in medical records and relay accurate results to patients and physician when appropriate. Responsible for patient follow-ups and call backs. Return information to referring physicians.

F. Schedule patients in Maternal-Fetal Medicine sites ensuring that adequate time is allotted for procedures and physician involvement while minimizing patient waiting time.

G. Obtain appropriate patient and family histories, answer patient questions regarding specific procedures, provide information and support, and document the counseling session.

H. Provide proper telephone triage and information to patients.

I. Serves as resource to secretarial and clerical personnel in performance of their respective duties in coding and medical diagnosis.

II. Clinical Support Activities 10%

Participates in planning, developing, implementing, updating and evaluating policies and procedures for the Maternal-Fetal Medicine sites.

A. Assess the resources available in the clinical areas and perform inventory, maintenance and utilization review of procedures to facilitate patient care.
B. Serve as clinical resource to clerical and clinical staff in performance of assigned duties. Assists with record requirements for the clinical area and implements procedures based on available resources.
C. Make site specific recommendations regarding clinic policy and procedure changes based on patient population and resources available.
D. Function as liaison between the clinic setting, the hospitals, referring physician offices and other community agencies.
E. Participate in the selection of educational materials for distribution to patients, referring physicians, etc.
F. Participate in the educational programs of Maternal-Fetal Medicine.
G. Assist in the design and conduct of research projects for Maternal-Fetal Medicine as well as department projects.
H. Generate data from ultrasound and clinical protocols, collect information and help with data entry and analysis, using manual and computerized methods.

KNOWLEDGE, SKILLS & ABILITIES DESIRED FOR THE POSITION:

1. History of work experience in obstetrics and gynecology, either in an ambulatory setting or in a hospital maternity department.
2. Strong communication skills, both oral and written.
3. Training and experience in dispensing medication, giving injections and obtaining blood samples.
4. Training and experience in the performance of Maternal-Fetal Medicine technical procedures, such as amniocentesis, ultrasonography, etc.
5. Ability to input data into computer and keep accurate statistics.
6. Sensitive to the needs of underrepresented minority populations.
7. 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.

RESPONSIBILITY:

On a day to day basis, receives assignments from the Maternal-Fetal Medicine's Charge Nurse.

This position functions under the policies and procedures established in Maternal-Fetal Medicine, the School of Medicine and other State and University guidelines and restrictions. Adherence to acceptable nursing principles and the highest ethical standards are expected in this position.

DIFFICULTY:

A. Complexity

With the volume of clinical activity and the variation of medical specialties and subspecialties, this individual must be efficient, timely and flexible in the performance of multiple functions and adapting to the individual practice styles of each physician. In all instances, medical confidentiality will be demanded by the employee.

B. Scope and Effect

Professionalism in personal attitude, interest and job performance must be displayed in all patient encounters as the above characteristics directly reflect upon the individual physicians, the Department and the School of Medicine. In addition, the medical care of all Maternal-Fetal Medicine patients is dependent upon the conscientious performance of nursing functions and administration of treatment plans.

PERSONAL CONTACTS:
Contact via the telephone and in person is extensive with patients, family members, physicians, residents, students, other medical institutions, and the general public. These communications relate to health status, medical guidance, clarification of therapy plans and other patient concerns ensuring quality medical care.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES:
Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

PHYSICAL REQUIREMENTS:
This individual must be capable of multiple position changes throughout the day, including lengthy sitting or standing based on clinical needs. See attached Physical and Environmental Requirements Form.

WORK ENVIRONMENT:
Environmental factors include contact with various disease processes, pharmaceuticals, injectables and medical equipment. See attached Physical and Environmental Requirements form.

_____ _____
Date

Clinic Nurse
Center for Maternal-Fetal Medicine
Clinical Affairs

_____ _____
Tracy Randolph, RN Date
Charge Nurse
Center for Maternal-Fetal Medicine
Clinical Affairs

_____ _____
Robert Abrams, M.D. Date
Executive Director
Center for Maternal-Fetal Medicine
Clinical Affairs

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Clinic Nurse**

Position No. (If applicable): _____ Department: **Clinical Affairs-SMS**

WORK ENVIRONMENT: *(Check all applicable environments)*	
☒ **Office**	☐ **Hospital**
☒ **Clinic**	☐ **Warehouse**
☐ **Research Laboratory**	☐ **Outdoors**
☒ **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	○	○	○	◉	○
Writing	○	○	○	◉	○
Speaking	○	○	○	◉	○
Close visual acuity	○	○	◉	○	○
Travel	○	◉	○	○	○
Hearing - Conversation	○	○	○	◉	○
Hearing - Other Sounds	○	○	○	◉	○
Stooping	○	◉	○	○	○
Squatting	○	◉	○	○	○
Gross hand manipulation	○	○	○	◉	○
Fine hand manipulation	○	○	○	◉	○
Working in dust, fumes, gases, or irritants	◉	○	○	○	○
Working at heights	◉	○	○	○	○
Working in extreme cold, heat and/or humidity	○	○	○	○	◉
Working in close quarters	○	◉	○	○	○
Climbing	◉	○	○	○	○
Operating motor vehicles	○	○	○	○	◉
Sitting	○	○	◉	○	○
Standing	○	○	○	◉	○
Walking	○	○	○	◉	○
Working above shoulder level	◉	○	○	○	○
Twisting	○	◉	○	○	○
Kneeling	○	◉	○	○	○
Pushing or pulling		**40 - 60 lbs.**			○
Carrying		**40 - 60 lbs.**			○
Lifting		**40 - 60 lbs.**			○
Other (Please list): _____	○	○	○	○	○

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.

_____ **Tracy Randolph, RN** _____

Supervisor Signature Date Supervisor Name Employee Signature Date