

POSITION DESCRIPTION

INCUMBENT:

TITLE: Pediatric Nurse
CLASSIFICATION: Clinic Phone Nurse
DEPARTMENT: Pediatrics

DATE: September 2022

FUNCTION

This is a professional patient care nursing position in the Department of Pediatrics. This position functions as a clinic nurse for the Department of Pediatrics.

ORGANIZATIONAL RELATIONSHIPS

The nurse occupying this position reports directly to the Charge Nurse, who reports to the Nurse Administrator, who reports to the Assistant to the Chair, who reports to the Chair of the Department of Pediatrics.

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. Patient Care 95%
 - A. Direct Patient Care – Utilizes the nursing process for individuals and families who are patients of the Pediatric clinic. This includes chat prep, direct patient care and patient education.
 - 1. Facilitates smooth patient flow by maintaining the prescribed schedule, preparing the exam room for the primary provider, and obtaining any relevant lab and x-ray reports to the visit.
 - 2. Obtains basic assessment data on patients prior to the patient visit with the physician.
 - 3. Assists the primary provider with the exam or procedure.
 - 4. Performs diagnostic tests, as ordered by primary care provider.
 - 5. Demonstrates clinical competence in providing specialized care required in the administration of childhood immunizations.
 - 6. Administers medications or treatments to the patient, as ordered by the primary care provider. Utilizes proper procedure for administering medication and treatments with special consideration for patient safety.
 - 7. Timely and accurate documentation of all patient encounters.

8. Proficient use of electronic health record systems in support of quality patient care.
 9. 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.
- B. Telephone Triage/Patient Education
1. Screens telephone calls from patients and evaluates the need for the patient to be seen or provided with health care information.
 2. Provides health care information to patient/families for treatment of acute and/or episodic minor illness according to protocols.
 3. Provides diagnostic study results to patient and documents same.
 4. Documents information conveyed by the caller pertinent to the patient encounter for the medical record. Records date, time and caller information specific to each encounter. This includes the time the call was received and completed.
 5. Documents the patient's history information, vital signs, allergies, current medications, weight and chief complaint for the record. Documents all information provided to the caller including follow up instructions. Confirms spelling of patient and callers name and phone number for each encounter.
 6. Organizes work that requires follow up. Ensures work is organized. Checks out to a phone nurse for team members to cover during scheduled and unscheduled absences.
 7. Consults with the physician for direction as indicated.
 8. Obtains medical records prior to authorization of refills. Refills prescriptions per written protocol only. Documents refills for the patient record.
 9. Schedules outpatient testing per physicians orders. Utilizes the appropriate site of service based upon insurance policy. Submits referral request per protocol.
- II. Miscellaneous 5%
- A. Attends ins-services and conferences to expand knowledge.
 - B. Report areas which may pose potential risks in the clinical area.
 - C. Other duties as required.

SKILLS AND ABILITIES NEEDED FOR THE POSITION

1. Previous ambulatory care nursing experience desirable, but not mandatory
2. An understanding of the principles of preventative medicine and acute care for pediatric patients
3. Previous experience with children
4. Knowledge of or desire to learn common childhood diseases & immunizations
5. Sensitive to the needs of the underrepresented minority populations.

RESPONSIBILITY

- A. Supervisory Control: Works independently under direction of the Charge Nurse.
- B. Guidelines: As a professional nurse, the incumbent is ultimately judged by those standards for nursing practice established by the American Nurse Association. The incumbent must practice within Illinois Nurse Practice Act. Many of the duties and responsibilities of the position are governed by established policies and procedures.

DIFFICULTY

- A. Complexity: The position requires the following skills and abilities:
 - 1. Strong communication skills
 - 2. An understanding of teaching/learning principles
 - 3. Creativity and flexibility
 - 4. Great attention to detail
 - 5. A sense of, and willingness to accept, responsibility and to be accountable for actions
 - 6. An understanding of the importance of the nurse's role as patient advocate
 - 7. The ability to work in an organized, self-directed fashion
 - 8. The ability to interpret policies, procedures and guidelines
- B. Scope and Effect: The work output from this position affects patients and patient care.

PERSONAL RELATIONSHIPS

In all relationships, set priorities considering patient/public satisfaction and keep in mind the effect of accuracy and completeness of the incumbent's work on co-workers and other departments.

- A. Pediatric Clinic
 - 1. Patient and their families
 - 2. Pediatric Faculty and Residents
 - 3. Pediatric Nursing Staff and Supervisors
- B. External
 - 1. Hospital Personnel
 - 2. Pharmacies
 - 3. Laboratory Personnel
 - 4. Misc. Sources

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

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

PHYSICAL DEMANDS

See Attached Physical and Environmental Requirements Form

Incumbent

Date

Charge Nurse / Nurse Administrator

Date

Assistant to the Chair

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Clinic phone nurse
 Position No. (if applicable): _____ Department: Pediatric 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 checked="" type="checkbox"/> Other (Be Specific): <u>Remote work</u>	

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
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(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 checked="" type="radio"/>	<input 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"/>
Sloping	<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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input checked="" 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 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 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		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 _____