

## POSITION DESCRIPTION

**INCUMBENT:** \_\_\_\_\_ **CSN:** \_\_\_\_\_  
**PRESENT CLASSIFICATION** Clinic Nurse **DATE:** \_\_\_\_\_  
**DEPARTMENT/DIVISION** Surgery

### Function

The nurse functions as a resource for the assigned Division within the Department of Surgery. Primary responsibility of the position is to ensure that safe, quality, efficient health care delivery is provided to patients. This nurse will serve as a patient service coordinator within the Division and provide direct nursing services for physicians to which he/she is assigned. This position performs daily application of the School's mission and vision in providing the highest level of quality care to our patients, families, and in working with our employees, physicians, and the communities we serve.

### Organizational Relationships

The nurse reports directly to the Charge Nurse who reports to the Health Administrator III. Annual written evaluation will be held with the employee and charge nurse to discuss job performance within the past year of employment.

This position is a nursing resource within the Department of Surgery and also receives direction from the Divisional Faculty, Advanced Practice Nurse (APN), Physician Assistant (PA), or Charge Nurse.

### Duties and Responsibilities

The following information is intended to be representative of the work performed by the incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from position if 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. Nursing Duties**

**Time Commitment-80%**

- A. Provides clinic nursing care and delegation of clinical duties to LPN's and MA's while in clinic. This care may include but not be limited to obtaining patient histories, assisting with portions of physical examinations, administering medications, providing wound care, performing other nursing procedures and documenting nursing functions appropriately.
- B. Performs clinic laboratory testing and procedural testing according to clinic protocols. Reports findings to physician and records on patient medical record.
- C. Assists with procedures. Sets up and/or completes procedures as necessary under the direction of the MD, APN, or PA
- D. Develops and implements patient plan of care with the MD, APN, and/or PA.
- E. Coordinates delivery of patient plan of care.
- F. Organizes clinic patient flow and revises as necessary to maximize physician productivity and minimize patient wait times.

- G. Schedules follow-up patient activities including radiology studies, surgical procedures and other testing as ordered by the MD, APN, or PA.
- H. Prepares for upcoming clinics by obtaining history from referring physician, pertinent radiologic studies, laboratory results, and operative reports when appropriate.
- I. Communicates with call center, patients, families and other healthcare professionals.
- J. Uses critical thinking skills to triage patient care priorities for patient phone calls and needs.
- K. Utilizes and maintains equipment used in the assessment and treatment of patients.
- L. Ensures accurate, current, and safe nursing procedures pertaining to patient care through appropriate functional supervision of clinical personnel in the clinical area.
- M. Acts as liaison between healthcare facilities and other specialty agencies.
- N. 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.
- O. Serves as a resource to departmental staff. Performs duties in other Divisions as assigned by the Nurse Administrator.

**II. Education 10%**

- A. Provides patient teaching and participates in staff and community education programs.
- B. Provides orientation to daily clinic activities and training for nursing personnel, students and residents.
- C. Assists with instruction of secretaries in the provision of patient activities.
- D. Functions as resource person for general public requesting information regarding assigned Division and SIU Department of Surgery as a whole.
- E. Completes annual training and competencies.

**III. Administrative Duties 5%**

- A. Completes charge tickets for nursing services provided in the clinic.
- B. Assures that tests and surgeries are precertified according to insurance requirements if necessary.
- C. Participates in development of policies, procedures, and systems to support patient safety and quality care.
- D. Maintains or delegates inventory of adequate supplies necessary for daily surgery clinic activities and makes recommendations to the Charge Nurse for equipment, commodities, and non-routine supplies.
- E. Attends and participates in departmental/divisional staff meetings.
- F. Performs other duties as assigned.

**IV. Research Duties**

**5%**

- A. Assists with planning and implementation of research projects as related to patient care.
- B. Follows research protocols when conducting patient research, including obtain informed consent, providing patient care as directed by research methodology, and documenting patient care according to protocol or clinic standards.
- C. Collects and analyzes data and assists with publishing results as needed.
- D. Attends SCHRIS training and maintains qualifications to participate in research, if applicable.

**Skills and Abilities Needed for the Position:**

1. Sensitive to the needs of underrepresented minority populations.
2. Experience in the clinical area or willingness to obtain necessary specific skills related to clinical practice
3. Ability to function independently with good decision making skills.
4. Demonstrates organizational skills and interpersonal skills.
5. Demonstrates the ability to obtain and update appropriate and accurate patient information in the Electronic Health Record at the time of service, or as needed.
6. Current CPR certification
7. Ensures proper RN licensure and CME
8. Excellent oral and written communication skills and be willing to follow oral & written instructions
9. Demonstrates excellent customer service skills
10. Ability to maintain good attendance
11. Willingness to work extra hours when required by physician or clinic schedule
12. Demonstrates ability to set priorities, make decisions, and handle multiple tasks at one time
13. Demonstrates initiative to carry out projects without direct supervision
14. Demonstrates ability & flexibility to function as a team member in a team environment.
15. Willingness to understand specialty areas within the Division
16. Desire to build on current knowledge base and seek new information and skills, advance technology skills and be able to build on the necessary skills as needed.
17. Knowledge of Universal Precautions

**Guidelines:** The Registered Nurse will follow the guidelines established through the SIU Physicians & Surgeons Employee Guidelines for the Registered Nurse and the assigned Division protocols. The nurse will also adhere to the principles of aseptic technique when required and the CLIA requirements for laboratory testing.

**Difficulty**

- A. **Complexity:** The nurse must be able to assist in clinical procedures as outlined by the supervisor. The person should be able to use standard clinic equipment and personal computers.
- B. **Scope and Effect:** This person is to provide daily assistance and nursing support to the assigned Division within the Department of Surgery.

**Personal Contacts**

This individual will have extensive contacts with the assigned and division physicians, nursing personnel, and the medical staff. Close working relationships must also be maintained with other university personnel, referring physicians' office staff, and personnel of various hospital departments utilized by the Department of Surgery.

**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: \_\_\_\_\_

Immediate Supervisor

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

Nurse Administrator

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

Health Care Administrator

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# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Clinic Nurse**  
 Position No. (If applicable): \_\_\_\_\_ Department: **Surgery Clinic-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		<b>20 - 40 lbs.</b>			<input type="radio"/>
Carrying		<b>20 - 40 lbs.</b>			<input type="radio"/>
Lifting		<b>20 - 40 lbs.</b>			<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: \_\_\_\_\_