CIVIL SERVICE POSITION DESCRIPTION

Incumbent **CSN** **FLSA** Non-Exempt
Present Classification Clinic Nurse **Date**
Department/Division Cancer Institute Clinic

FUNCTION

The incumbent in this position provides clinical duties assigned by Simmons Cancer Institute at SIU (SCI). Primary responsibility of the position is to ensure that safe, quality, efficient health care delivery is provided to patients. The incumbent will serve as a patient service coordinator and provide direct nursing services for physicians. 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 incumbent in this position reports to the assigned Charge Nurse, who reports to the Healthcare Administrator II, who reports to the Department Administrator at SCI. This position will be controlled by University procedures, by general directives, and by policies of SCI and SIU 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.

Direct Patient Care **90%**

1. Acts under the physician's direction in providing nursing care & provides nursing care in accordance with the nursing practice act.
2. Follows standards of nursing practice in accordance with SIU's policies & procedures and Oncology Nursing Society evidence-based care.
3. Follows research protocols when conducting patient research, including obtain informed consent, providing patient care as directed by research methodology, & documenting patient care according to protocol or clinic standards.
4. Maintains patient confidentiality in all patient interactions & medical records.

5. Performs clinic laboratory testing and procedural testing according to clinic protocols.
6. Reports findings to physician and records on patient medical record.
7. Performs patient teaching in regards to disease management, medications, & assists in teaching chemotherapy, radiation therapy, biotherapy, prevention & early detection of complications, symptom management & proper follow-up. Documents teaching, phone calls & nursing assessments, interventions & evaluations in the electronic health record.
8. Performs nursing procedure such as dressing changes, accessing/discontinuing central lines, administering IV fluids & medications excluding chemotherapy/biotherapy according to protocol & clinical standards.
9. Provides follow-up coordination of patient care by telephone with the patient, family, & other health care providers including insurance companies, case managers, home care agencies, pharmacies, extended care facilities, hospice units & hospitals when directed or needed.
10. Under direction of MD, orders, medication, testing & procedures & documents such in the electronic health record. Triages phone calls for MD.
11. Works with other health care team members in the multi-disciplinary clinic including other MD's as requested. Participates with MDs & staff in primary care of outpatients.
12. Obtains referrals, pre-certifications etc. with third party payers when required/needed.
13. Organizes & manages outpatient clinics providing clinic nursing care & delegation of clinical duties to licensed practical nurse (LPN) & medical assistants (MA's). Clinic duties include but not limited to evaluating medical records for completeness prior to patient visit; maintaining electronic health records; rooming patients, obtaining patient history, assisting with portions of physical examinations & procedures, obtaining vital signs, height, weight; providing wound care; reviewing current medications & allergies with patient; scheduling appointments, hospital admissions, tests, consultations, etc. Maintains clean, well-equipped treatment & procedure rooms.

Administrative Responsibilities **10%**

1. Assists in orientation and training of new employees, temporary ones and familiarizes residents & medical students with the clinic operation & physician preferences when requested/needed.
2. Maintains or delegates inventory of adequate supplies necessary for daily clinic activities and makes recommendations to the Charge Nurse for equipment, commodities, and non-routine supplies.
3. Assists in monitoring nursing quality assurance within the assigned clinical area and if requested, participates on committees designed to improve the quality of nursing care provided in the Department's clinics.
4. Initiates and participates in the development of patient and family education information relevant to patient care.
5. Offers suggestions to help plan, implement, and evaluate procedures designed to improve operational efficiency and effectiveness within the assigned clinic/office.
6. Performs other duties as assigned.

SKILLS AND ABILITIES NEEDED FOR THIS POSITION

- Sensitive to the needs of underrepresented minority populations.
- Good communication skills, both written and verbal.
- Ability to perform under stress, to prioritize work, work without direct supervision, work well with others & to work as a member of a team.
- Maintains current Registered Professional Nurse with the State of Illinois.
- CPR certified.
- Ability to maintain professional continuing education and competency.

RESPONSIBILITY

Supervisory control - as stated in organizational relationships. Supervisory controls occur both written and orally from supervisor to ensure the proper and efficient operation of the clinic determines all priorities and deadlines.

Guidelines - The incumbent will have access to a manual of clinical procedures and a policy manual. Orientation will be given by clinic staff.

DIFFICULTY

- Ability to adapt to various practice styles of physicians within the clinic and assist multiple patients, physicians and staff at a time, when necessary.
- Capability to adjust schedule to accommodate emergencies or sudden changes and possess skills to interrupt one task, temporarily, to perform another.
- Work longer than the assigned time or adjust hours to accommodate the Division's needs and the patient schedule. Will be required to work occasional holidays, extended hours, alternate shifts, & weekends.
- Travels to satellite locations as assigned/needed.

PERSONAL CONTACTS

The incumbent may have frequent contact (i.e. face-to-face, telephone, e-mail, etc.) with patients, community/public resources, and faculty and staff to include: physicians, registered nurses, advanced practice registered nurses, physician assistants, resident physicians, medical students, local pharmacists, laboratory personnel, and other hospital and clinical personnel.

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 form outlining the physical and environmental requirements of the position.

_____	_____
Incumbent	Date
_____	_____
Direct Supervisor	Date
_____	_____
Department Head/Chair	Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Clinic Nurse**

Position No. (If applicable): _____ Department: **Cancer Institute Clinic-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.

Supervisor Signature Date

Kathy Semon
Supervisor Name

Employee Signature Date