

POSITION DESCRIPTION

INCUMBENT _____ CSN N11276.001 FLSA STATUS Non-Exempt

PRESENT CLASSIFICATION LPN I DATE _____

DEPARTMENT/DIVISION Internal Medicine/Cardiology

Function:

This LPN functions as an entry level position that performs nursing care procedures under direct supervision of Registered Nurse (RN) or provider, in the Department of Internal Medicine, Division of Cardiology.

Organizational Relationship:

The incumbent in this position reports to the Charge Nurse for the Division of Cardiology, who reports to the Nurse Administrator for the Internal Medicine Ambulatory Clinics, who reports to the Health Care Administrator II assigned to the Division of Cardiology in the Department of Internal Medicine. Department Charge Nurses, Nurse Administrators and/or Health Care Administrators who hold a valid RN license will provide guidance for issues related to the Nurse Practice Act including but not limited to scope of practice, functions and duties. The position will be controlled by University procedures, but general directives, and by policies of the Department of Internal Medicine 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.

I. Direct Patient Care: 70%

Assist the physician and RN with patient care, (i.e., prepares equipment for diagnosis and treatment, calls patients from the waiting room, obtains vital signs and basic care data entry and prepares the patient for the physician's examination or other clinical procedures).

Gives patient education and information, (i.e. explains procedures to be performed by the physician and answers questions for patients/families under physician's and/or RN's direction).

Rotates to assist other physicians as the need arises.

Evaluates medical records for completeness prior to patient visits and obtains missing information.

Reports to and assists RN or physician in the care of acute and/or episodic minor illness of patients.

Monitors patient telephone calls and answers applicable questions, determines problems (obtaining direction from provider or RN); or redirects call to appropriate person.

Under supervision of RN or provider, collects laboratory specimens such as urinalysis, throat culture, or wound culture.

Under supervision of physician, orders medication refills. Documents action in patient's electronic health record.

Under supervision of RN or provider, performs EKG's, Holter monitor placement, enters charges appropriately and maintains necessary supplies.

Administers medications under supervision of a physician or RN.

Completes orders for referrals and routes to Medical Insurance staff appropriately.

Assists with other procedures as needed.

II. Indirect Patient Care: 30%

Maintains clean well-equipped exam rooms. Keeps track of and orders supplies.

Attends in-service classes and meetings as directed and as deemed necessary. Suggests ideas for in-service training and improving patient education.

Schedules appointments for follow up visits, appointments with other physicians and ancillary services and procedures and instructs patients accordingly.

Copies and transmits Cardiology patient records to other physicians, hospitals as requested.

Performs other duties and responsibilities as directed.

Skills and Abilities Needed for the Position:

Sensitive to the needs of underrepresented minority populations.

Demonstrates flexibility and support of department by assisting in other clinical divisions as directed by supervisor.

Good communication skills.

Knowledge of clinic policy and procedures including SIU Healthcare Policies.

Maintains licensure, CPR and clinical competency.

Computer skills to use multiple electronic health records systems.

Responsibility:

- A. Supervisory Controls – Supervisory controls occur both written and orally from the Charge Nurse and/or Nurse Administrator for the Internal Medicine Ambulatory Clinics, and, as needed the Health Care Administrator II assigned to the Division of Cardiology.
- B. Guidelines – This person will have access to a procedural manual of clinic procedures and a policy manual and will be given orientation to different specialty procedures per other nursing staff in those specialties. Performance appraisals are completed periodically according to the

school/department policy.

Difficulty:

- A. Complexity – This practical nurse must adapt to various practice styles of providers. This nurse is called upon for a variety of skills which are characterized by sudden change or short notice in order to complete assigned tasks. This nurse must work in an environment amid constant interruptions. He/she must possess skills that will enable them to stop a task to complete another task and then return to the first task and complete it. This nurse must be able to cover more than one doctor at a time when necessary.

- B. Scope and Effect – This nurse is expected to maintain a suitable environment for patients. His/her performance affects patients, faculty and other clinical staff.

Personal Relationships:

Personal contact with Faculty and staff of clinical departments, community physicians and staff, resident physicians, medical students, patients, local pharmacists, Memorial Medical Center Laboratory, MMC X-ray, pharmaceutical salesmen, personnel of MMC and St. John’s Hospital, United Imaging, and MRS Center.

Possible Hazards:

- Contact with steam sterilizers.
- Contact with occasional infectious patients.

Environmental, Health and Safety Responsibilities:

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

Working Conditions/Physical Demands:

See attached Physical and environmental Requirements form.

Comments:

This position may float within the department as needed for staffing.

INCUMBENT: _____ **DATE:** _____

REVIEWED BY: _____ **DATE:** _____

Immediate Supervisor

_____ **DATE:** _____

Department Head/Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____	Classification: LPN I
Position No. (if applicable): SM8.CS.N11278.001	Department: Internal Medicine Clinio-SM8

WORK ENVIRONMENT: (Check all applicable environments)

<input type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinio	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be specific): _____	

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 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 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"/>
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 mists	<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 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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
HR-01958 01/10	Clear	Print	Physical Demands Definitions	Page 1 of 1