

## POSITION DESCRIPTION

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

**PRESENT CLASSIFICATION** Licensed Practical Nurse II **DATE:** \_\_\_\_\_

**DEPARTMENT** Otolaryngology

### Function

The LPN provides clinical support to the Department. Primary responsibility of the position is to ensure that safe quality and efficient health care delivery is provided to patients under the direction of a Medical Doctor (MD), Advanced Practice Nurse (APN), Physician Assistant (PA), or Registered Nurse (RN). 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 to the Nurse Administrator who reports to the Assistant to the Chair. This position is assigned to the Department of Otolaryngology and also receives direction from the Department Faculty, APN, PA, and RN.

### 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. 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. Schedules procedures, surgeries, admissions, pre-certifications, etc., for patients as directed by the MD, APN, PA, or RN.
- C. Assists in clinic by providing clerical support during the clinic by answering the phone, faxing, copying, and performing general clerical duties.
- D. Administers medications and performs other nursing procedures, according to SIU LPN employee guidelines.
- E. Performs clinic laboratory testing and procedural testing according to clinic protocols. Reports findings to MD, APN, PA, or RN and records on patient medical record.
- F. Assists with procedures. Sets up and/or completes procedures as necessary under the direction of the MD, APN, PA, or RN.

- G. Organizes clinic patient flow and revises as necessary to maximize physician productivity and minimize patient wait times.
- H. Schedules follow-up patient activities including radiology studies, surgical procedures and other testing as ordered by the MD, APN, or PA.
- I. Prepares for upcoming clinics by obtaining history from referring physician, pertinent radiologic studies, laboratory results, and operative reports when appropriate.
- J. Communicates with call center, patients, families and other healthcare professionals.
- K. Utilizes and maintains equipment used in the assessment and treatment of patients.
- L. Assists administrative staff with ensuring accurate and current nursing procedures pertaining to patient care through appropriate observation of the clinical area and reporting of concerns.
- 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. Performs nursing duties in other Departments temporarily as assigned by the Nurse Administrator.
- P. Serves as a resource to departmental staff.

**II. Education**

**10%**

- A. Assists in 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 SIU Department of Otolaryngology 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. Maintains or delegates inventory of adequate supplies necessary for daily surgery clinic and/or allergy activities and makes recommendations to the Nurse Administrator for equipment, commodities, and non-routine supplies.
- D. Attends and participates in departmental staff meetings.
- E. Performs other duties as assigned.

**IV. Research Duties**

**5%**

- A. Assists with implementation of research projects as related to patient care.

- B. Follows research protocols when patient is participating in clinical study, providing patient care as directed by research methodology, and documenting patient care according to protocol or clinic standards.
- C. Collects data for patient research.
- D. Completes SCHIS training as required for participation in research.

**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. Current CPR certification
4. Ensures proper LPN licensure and CME
5. Excellent oral and written communication skills and be willing to follow oral & written instructions
6. Demonstrates excellent customer service skills in person as well as on phone
7. 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.
8. Experience with obtaining accurate histories, reports and records according to standards established
9. Ability to maintain good attendance
10. Willingness to work extra hours when required by physician or clinic schedule
11. Demonstrates ability to set priorities, make decisions, and handle multiple tasks at one time
12. Demonstrates initiative to carry out projects
13. Demonstrates ability & flexibility to function as a team member in a team environment.
14. Willingness to understand specialty areas within the Department
15. 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
16. Knowledge of Universal Precautions

**Responsibility**

Supervision is in the form of written and oral direction from the Nurse Administrator and Surgeons. Primary responsibility will be to the assigned Department. The nurse will also be responsible to provide back-up for any physician within the Department of Otolaryngology. Annual written evaluation will be held with the employee and Nurse Administrator to discuss job performance within the past year of employment.

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

**Difficulty**

- A. The nurse must be able to assist in scheduling procedures, surgeries, admissions, and pre-certifications for clinical and surgical procedures as outlined by the MD, APN, PA, and RN.
- B. 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.
- C. Scope and Effect: This person is to provide daily assistance and nursing support to the Department of Otolaryngology.

**Personal Contacts**

This individual will have extensive contacts with the assigned and department 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 Otolaryngology.

**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:** \_\_\_\_\_  
Nurse Administrator

\_\_\_\_\_  
Assistant to the Chair **DATE:** \_\_\_\_\_

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# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: LPNII  
 Position No. (If applicable): \_\_\_\_\_ Department: Otolaryngology-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 <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 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 checked="" type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 \_\_\_\_\_

