

# SIU School of Medicine POSITION DESCRIPTION

**INCUMBENT:**

**CSN: N10145.001**

**PRESENT CLASSIFICATION: LPN II**

**DATE:**

**DEPARTMENT/DIVISION: SIU Center for Family Medicine - Springfield**  
**UNIT: Access Care Clinic**

## **FUNCTION**

This position provides direct nursing care and support to the patients of the SIU Center for Family Medicine in assisting providers in the clinic with face to face patient contact and assists with covering triage as needed. This position must work closely with faculty, residents, staff, and patients to ensure an efficient operation.

## **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Nurse Administrator. The Nurse Administrator in turn reports to the Health Center Administrator of the SIU Center for Family 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 improvements.

## **FLOOR NURSING**

**70%**

1. Provide in-person triage to patients coming in to the Access Care Clinic to determine if patient's need is critical and if so send to the ER.
2. Assists residents and faculty in direct patient care, i.e., diagnostic and treatment procedures.
3. Provides nursing care to patients requiring nursing judgment and specialized nursing skills and documents same in the electronic health record.
4. Responsible to see patients in nurse-only clinics under direct physician supervision for protocol-driven patient care such as blood sugar checks, blood pressure checks, etc., and documents same in the electronic health record.
5. Responsible for keeping providers rooms full.
6. Responsible for assisting assigned faculty and residents with electronic health record desktop report and paper reports, i.e., labs, x-rays, and consultation results.
7. Assists with the coordination of referrals with hospitals and participating specialists, instituting correct preparations for accurate continuum of care and documenting same in the electronic health record.
8. Coordinates patient and family education prior to diagnostic and/or therapeutic procedures.
9. Administers and records prescribed medications and immunizations by IM, subq. intradermal, and by mouth; refill prescriptions under physician, physician assistant or nurse practitioner order via the electronic health record.
10. Responsible for the oversight maintenance of clean, well-equipped and supplied exam rooms, assembles clean and sterile packs for special procedures, and maintains clean and sterile equipment.

**PHONE TRIAGE / INDIRECT PATIENT CARE****15%**

11. Screens telephone calls from patients and evaluates the need for the patient to see or speak with the physician or to other members of the health care team accessing the electronic health record for patient's background information.
12. Handles patient telephone calls for triage and medical advice for the clinic, assessing needs, and urgency of needs and implementing a proper plan of action under physician protocols/direction and/or nursing body of knowledge and documents actions in the electronic health record.
13. Makes judgment decisions regarding the necessity of same-day visits and coordinates the addition of these visits into the doctor, nurse practitioner or nurse schedules via the electronic health record.
14. Handles prescription refills or other non-urgent need telephone calls and updates/documents actions in the patient's electronic health record.
15. Provides health care information to patient/families for treatment of acute and/or episodic minor illness according to protocols developed by the faculty and records such information in the electronic health record.
16. Provides diagnostic study results to patients after physician review.
17. Assist with chart preparation for patients seen in the clinic.
18. Perform immunization verification according to the Immunization Policy.
19. Assists providers in completing overdue orders and tasks.

**TEACHING/TRAINING****10%**

20. Provides training to clinical patient care staff and team members as requested.
21. Teaches residents appropriate triage techniques and use of the electronic health record in accessing patient data.
22. Teaches residents to function efficiently in the ambulatory setting, including appropriate use of multidisciplinary team approach to care and community resources.
23. Assists all providers with time management.
24. Evaluates residents according to established criteria.

**MISCELLANEOUS / QUALITY****5%**

25. Responsible for monitoring and recording refrigerator and freezer temperatures twice daily to ensure proper storing temperatures for medications and vaccinations.
26. Properly tests all defibrillator and AED devices.
27. Assist with projects for quality initiatives for UDS and PCMH as needed

**SKILLS AND ABILITIES NEEDED FOR POSITION:**

1. Sensitive to the needs of underrepresented minority populations.
2. Understanding of outpatient physician office procedures and patient flow.
3. Preference given to experience gained in a primary care environment.
4. Able to work professionally and adeptly under pressure

**RESPONSIBILITY**

- A. Supervisory Controls** - The supervisor, as needed, assigns duties. The employee establishes the procedures with the assistance and approval of the supervisor. The employee will then be expected to work independently, except for occasional consultation with the supervisor.
- B. Guidelines** - Guidelines for the position are set originally with residency faculty. The nurse manager is responsible for seeing that the guidelines are followed through.

**DIFFICULTY**

- A. Complexity** - Must adapt to changes in physician needs and requirements; must use sound judgement and be attentive to detail.
- B. Scope and Effect** - The employee in this position directly affects patient satisfaction and health outcomes. Is extremely important for resident training and evaluation.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

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

**PERSONAL CONTACTS**

The employee will have frequent contact with all faculty, residents and staff, as well as patients, pharmacies, outside physician offices, labs, etc.

**PHYSICAL REQUIREMENT & ENVIRONMENT**

See attached physical and environmental form.

**SIGNATURES:**

INCUMBENT: \_\_\_\_\_ DATE \_\_\_\_\_  
Incumbent

SUPERVISOR: \_\_\_\_\_ DATE \_\_\_\_\_  
Samantha Smith, RN, BSN  
Nurse Administrator

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Natalie Brockmeyer  
Family Medicine Administrator

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Licensed Practical Nurse II**

Position No. (If applicable): **SMS.CS.N10145.001** Department: **Family and Community Medicine/Springfield-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 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>
Stooping	<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 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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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	10 - 20 lbs.				<input type="radio"/>
Carrying	10 - 20 lbs.				<input type="radio"/>
Lifting	10 - 20 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 _____ HR-0195S 01/10	Date _____	Supervisor Name <b>Samantha Smith, RN, BSN</b>	Employee Signature _____	Date _____
<input type="button" value="Clear"/>		<input type="button" value="Print"/>	<input type="button" value="Physical Demands Definitions"/>	Page 1 of 1