

## SIU School of Medicine

### POSITION DESCRIPTION

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** LPN II **CSN:** \_\_\_\_\_

**DEPARTMENT:** Family and Community Medicine

**DIVISION:** SIU Center for Aging and Wellness

### FUNCTION

This position provides direct nursing care and support to Geriatric patients and performs a variety of tasks in various settings including, the Geriatric and Wound Clinics held at SIU Center for Family Medicine, established off-site clinics held at nursing homes, assisted living facilities, and memory care facilities, as well as through our Geriatric Home Visit Program. Time is spent 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 efficient operation.

### ORGANIZATIONAL RELATIONSHIPS

This position reports to the Nurse Administrator who in turn reports to Administrator of Geriatrics Program.

### 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

#### **Direct Patient Care 75%**

1. Assist residents and faculty in direct geriatric patient care, i.e., examination, diagnostic and treatment procedures.
2. Provides nursing care to geriatric patients requiring nursing judgement and specialized nursing skills and documents same in the electron health record.
3. Schedules Medicare Wellness Visits, falls assessments, cognitive evaluations, etc. for the Geriatric Clinics on-site and off-site.
4. Performs standardized testing in the Geriatric Clinics as requested.
5. Accompany and assist provider with rounding of patients in our Geriatric Home Visit Program as requested.

6. Under the direction of a Certified Wound Care Specialist, performs wound care, including dressing changes, splint removal, suture and staple removal etc.
7. Responsible to see patient in nurse-only clinics under the direct supervision for protocol-driven patient care such as blood sugar checks, blood pressure checks, etc., and documents same in the electronic health record.
8. Responsible for transcribing provider instructions from order sheet to multiple forms using prescribed format.
9. Responsible for assisting assigned faculty and residents with electronic health record desktop reports and paper reports, i.e., labs, x-rays, and consultation results.
10. Assists with the coordination of referrals with nursing homes, assisted living facilities, memory care facilities, hospitals and participating specialists, instituting correct reparations for accurate continuum of care and documenting same in electronic health record.
11. Coordinates patient and family, nursing home, assisted living and memory care staff education prior to diagnostic and /or therapeutic procedures.
12. Administers and records prescribed medications and immunizations by IM, subq, intradermal, and by mouth; refill prescriptions under provider order via the electronic health record.
13. 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 10%**

1. Provide coverage of a designated nursing g home/assisted living phone line. Screens telephone calls from patients, family members, nursing home, assisted living and memory care staff, and evaluates the need for the patient to see or speak with the provider or to other members of the health care team accessing the electronic health record for patient's background information.
2. 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 provider protocols/direction and /or nursing body of knowledge and documents actions in the electronic health record.
3. Makes judgement decisions regarding the necessity of same-day visits and coordinates the addition of these visits into the provider's schedules via the electronic health record.
4. Handles prescription refills or other non-urgent need telephone calls and updates/documents actions in the patient's electronic health record.
5. Provides health care information to patient/families, nursing homes, assisted living facilities, memory care facilities, for treatment of acute and/or episodic minor illness
  - a. according to protocols developed by the faculty and records such information in the electronic health record.
6. Provides diagnostic study results to patients after provider review.
7. In conjunction with the triage nurses, will perform chart preparation for all patients seen in the clinic.
8. Perform immunization verification according to the Immunization Policy.

9. Assists providers in completing overdue orders and tasks.
10. Performs audits of narcotics by counting supply on hand, comparing amount against record of use, and reporting discrepancies: assist in maintaining adequate inventory of supplies at the clinic and off site clinics as well.

**Teaching/Training            10%**

1. Provides training to clinical patient care staff and team members as requested.
2. Teaches residents appropriate triage techniques and use of the electronic Health Record in accessing patient data.
3. Teaches resident to function efficiently in the ambulatory setting, including appropriate use of multidisciplinary team approach to care and community resources.
4. Assists all providers with time management.
5. Evaluates resident according to established criteria.

**Miscellaneous/Quality       5%**

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

**SKILLS AND ABILITIES FOR THIS POSITION**

1. Ability to make decisions based on urgency of the situation and in accordance with work procedures.
2. Ability to follow oral and written instructions.
3. Willingness to and skill in, dealing effectively with patients, faculty, residents, multi- disciplinary healthcare teams, and other persons from inside as well as outside of the clinic.
4. Ability to provide quality patient and customer care.
5. Preference give to experience gained in a primary care environment.
6. Able to work professionally and adeptly under pressure.
7. Sensitive to the needs of underrepresented minority populations.

**RESPONSIBILITY**

Supervisory Controls -The Nurse Administrator, Geriatric Program, as needed, assigns duties. The employee establishes the procedures with the assistance and approval of the Nurse Administrator, Geriatrics Program. The employee will then be expected to work independently, except for occasional consultation with the Nurse Administrator, Geriatrics Program.

Guidelines - Guidelines for the position are set originally with residency faculty. The Geriatric Nurse Administrator is responsible for seeing that the guidelines are followed through.

**DIFFICULTY**

Complexity - The employee must have the ability to adapt to various practice styles of

providers within the clinic and off-sites. Must use sound judgement and be attentive to detail.

Capability to multi-task and adjust schedule to accommodate emergencies or sudden changes and possess skills to interrupt one task, temporarily, to perform another.

**Scope and Effect** -The employee in this position directly affects patient satisfaction and health outcomes. The position is extremely important for resident training and evaluation.

**PERSONAL CONTACTS**

This individual will have daily contact with faculty, residents and staff at the Center, as well as patients and other individuals at other off-site facilities as identified (nursing homes and assisted living facilities), in addition to pharmacies, outside physician's offices, labs, etc.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

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

**WORKING CONDITIONS**

See attached form outlining physical and environmental requirements.

**SIGNATURES:**

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Julie Stolz, RN, Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Natalie Brockmeyer, Administrator

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **LPN II**  
 Position No. (If applicable): \_\_\_\_\_ Department: **Family and Community Medicine/Springfield-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 checked="" type="checkbox"/> Other (Be Specific): <b>Home Visits, Assisted Living, Memory Care, &amp; Nursing Home</b>	

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 type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input 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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input 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			20 - 40 lbs.		<input type="radio"/>
Carrying			20 - 40 lbs.		<input type="radio"/>
Lifting			20 - 40 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 \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_