

## CIVIL SERVICE POSITION DESCRIPTION

Rebecca Kitchens, LPN II      CSN: CS.N11441.001      FLSA STATUS non-exempt

PRESENT CLASSIFICATION LPN II

DATE Aug 24, 2022

DEPARTMENT: Family & Community Medicine

DIVISION: SIU Center for Family Medicine-Decatur and  
SIU Decatur Family Medicine Residency Training Program

### Function

The position performs nursing care procedures under the direct supervision of an RN or medical provider. The primary responsibility of the position is to ensure that safety, quality, and efficiency in health care delivery is provided to patients under the direction of an RN or medical provider. This position will foster a team approach by working collaboratively with the patient, family, provider, and other members of the health care team to ensure coordination of services. They will actively participate in provider and staff team projects in order to enhance patient care coordination and satisfaction.

### Organizational Relationship

This nurse reports to the Charge Nurse, who reports to the Nurse Administrator who reports to the Director of Clinical Operations.

### 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; compassionate and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

#### **A. CLINICAL DUTIES 70%**

1. Assists providers with exams, minor procedures and surgeries.
2. Prepares patients for physician exams by accurately taking and recording vital signs, history, medications, procedures, and instructions according to policies and unit standards.
3. Assisting providers as a scribe when necessary.
4. Assists with CLIA waived lab tests and venipuncture for labs as necessary.
5. Administers medications and immunizations according to departmental policies.
6. Processes medication refills according to established policy.
7. Performs screenings such as visual and yearly wellness recommendations.
8. Schedules patients with acute and urgent problems per scheduling policy.
9. Takes action quickly and appropriately in response to change in patient condition per provider orders.
10. Identifies patient signs or symptoms that indicate a significant variance and informs RN and/or provider in a timely manner.
11. Provides and documents patient care within the standards of practice, policies, procedures and department protocols.
12. Processes pre-certifications and makes referral appointments.
13. Collects specimen samples from patients of all age groups using appropriate lab procedures and two patient identifiers. Takes full responsibility for specimen from collection to delivery.
14. Investigates and follows-up on all patient identification and specimen collection discrepancies.
15. Notifies supervisor and/or provider with appropriate questions or concerns.

#### **B. CLINICAL SUPPORT 10%**

1. Sets up procedure room.
2. Cleans, sterilizes, and packages instruments and equipment for diagnostic procedures and treatment as required.
3. Assists in inventory of clinical supplies including checking of expiration dates.
4. Maintains clean, well-equipped exam rooms, laboratory, and procedure rooms.
5. Differentiates among emergent, urgent and non-urgent patients.
6. Observes safety precautions for patients and staff.

**C. PATIENT EDUCATION 10%**

1. Provides clear, accurate information and thorough instructions to patients under the supervision of RN and/or provider.
2. Provides patient with wellness information and education in their disease management processes.
3. Provides verbal and written education materials to patients under the supervision of an RN and/or provider.

**D. ADMINISTRATIVE DUTIES 5%**

1. Assists supervisor with report completion as directed.
2. Assists in quality assurance and improvement (i.e. Repeat BP checks, nurse standing orders).
3. Prioritizes work effectively and seeks guidance from supervisor as needed.
4. Screens calls from home health agencies, nursing homes and other health care providers.
5. Collects and documents patient data over the telephone within the clinical standards.

**E. EDUCATION 5%**

1. Attends nursing in-service, continuing education programs, and departmental meetings.

**Skills and Abilities Needed for the Position**

1. Ability and desire to learn new software applications & EMR.
2. Ability and desire to function well with faculty, resident physicians, nursing staff, other staff, and outside health care agencies and providers.
3. Ability to readily understand verbal and written instructions.
4. Ability to explain verbal and written instructions clearly to patients.
5. Ability to teach and educate others, including patients and staff.
6. Confident and professional in performance of job duties.
7. Helpful, courteous, and willing to work within knowledge and competency.
8. Strong oral, written, and interpersonal communication skills.
9. Strong organizational and time management skills.
10. Skill in venipuncture.
11. Regularly demonstrates department and age specific competencies for all ages.
12. Sensitive to the needs of underrepresented minority populations

**Responsibility**

**A. Supervisory Controls**

Direct supervision in the form of written and oral direction from the physician and/or the RN nurse. This position requires some degree of independent decision-making with direction available, as needed.

**B. Guidelines**

This position is guided by University and Department policies and procedures.

**Difficulty**

A. Complexity - The nurse must adapt to various practice styles of physicians and residents and must be able to multi-task and work in a fast pace setting. The nurse must possess a variety of skills and knowledge and have the ability to work well with all others in this organization.

B. Scope and Effect - The nurse is expected to maintain a professional patient care and teaching environment.

**Personal Contacts**

This person will have contact with faculty, residents and staff within and outside the SIU Center for Family Medicine-Decatur. External contacts include University, School of Medicine faculty, hospital departments, resident physicians, staff and patients.

**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**

Job duties involve the potential for exposure to blood and body fluids. See attached Physical and Environmental Requirements form.

\_\_\_\_\_  
LPN II  
SIU Center for Family Medicine-Decatur

Date \_\_\_\_\_

Reviewed by:

\_\_\_\_\_  
Brenda Allen, RN  
Nurse Administrator  
SIU Center for Family Medicine-Decatur

Date \_\_\_\_\_

\_\_\_\_\_  
Amber Garwood, APRN  
Director, Clinical Operations  
SIU Center for Family Medicine-Decatur

Date \_\_\_\_\_

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: LPN II  
 Position No. (If applicable): N11441.001 Department: Family and Community Medicine/Decatur-SMS

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> 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	<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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 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 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" 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		Over 60 lbs.			<input type="radio"/>
Carrying		5 - 10 lbs.			<input type="radio"/>
Lifting		5 - 10 lbs.			<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