

POSITION DESCRIPTION

INCUMBENT _____ **CSN** _____ **FLSA STATUS** _____ Non-Exempt _____

PRESENT CLASSIFICATION _____ Licensed Practical Nurse II _____ **DATE** _____

DEPARTMENT/DIVISION _____ Internal Medicine – Decatur Multi-Specialty Clinic _____

Function:

The incumbent in this position provides nursing duties in the Department of Internal Medicine, Decatur Multispecialty Clinic. This Licensed Practical Nurse will assist the physicians in patient care activities in the clinics and will perform direct patient care requiring nursing principles. This nurse may also assist in other specialties as needed.

Organizational Relationship:

The incumbent will report to the Charge Nurse for the Decatur Multi-Specialty Clinics, who reports to the Healthcare Administrator III for the Internal Medicine Ambulatory Clinics, who reports to the Assistant to the Chair, Department Administrator, for 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.

Direct Patient Care:

70%

1. Assist the providers 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).
2. Gives patient instructions and information, (i.e., explains exam procedures to be performed by the provider) and answers questions for patients and their families under provider’s direction.
3. Assists all providers as assigned, including floating to other divisions as needed.
4. Checks medical records for completeness prior to patient visits and obtains missing information.
5. Assists RN in care of acute and/or episodic minor illness of patients and reports changes to RN or Provider.
6. Assists in monitoring patient telephone calls and answers applicable questions, determines problems,

obtains direction from provider or RN; or redirects call to proper person.

7. Under direction of physician, orders medication refills. Documents action in patient's electronic health record.
8. Collects laboratory specimens such as urinalysis, throat culture, or wound culture.
9. Administers medications and immunizations under direction of a physician or RN. Assures medication administration orders, documentation and billing is complete.
10. Performs EKG's, Holter monitor placement, enters charges appropriately and maintains necessary supplies.
11. Assists with procedures as needed.
12. Prepare patients and assist physicians with PAP procedure, ear wash, nebulizer treatment, dressing changes, etc.
13. Perform lab specific procedures such as pregnancy testing, HbA1c, etc.
14. Maintain quality log books for CLIA waived testing performed in clinic.
15. Inventory management.
16. Travels to satellite locations, as assigned.

Indirect Patient Care:

30%

1. Maintains clean well-equipped exam rooms. Keeps track of and orders supplies.
2. Attends in-service classes and meetings as directed and as deemed necessary. Suggests ideas for in-service training and improving patient education.
3. Assists with training new clinical staff.
4. Completes prior authorizations as needed and sends FMLA forms to SIU HC for completion.
5. Schedules appointments for future patient visits, appointments with other physicians and ancillary services and procedures, instructs patients accordingly.

Skills, Abilities and Knowledge 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. The nurse uses independent judgment and discretion to operate his/her clinics according to individual physician preference and patient needs.
- 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.

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. The nurse must be able to cover more than one doctor at a time.
- 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, Laboratory, MMC X-ray, pharmaceutical salesmen, Hospital personnel, and other community resources.

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: **Licensed Practical Nurse II**
 Position No. (If applicable): Department: **Internal Medicine Clinic-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 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 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 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: _____