

## CIVIL SERVICE POSITION DESCRIPTION

**INCUMBENT:** \_\_\_\_\_ **CSN:** SMS.CS.N10976.000 **FLSA STATUS:** Non-Exempt  
**PRESENT CLASSIFICATION:** Licensed Practical Nurse II **DATE:** \_\_\_\_\_  
**DEPARTMENT/DIVISION:** Obstetrics and Gynecology

### **FUNCTION:**

This individual will provide efficient and effective nursing support to the practicing physicians and residents in the Department of Obstetrics and Gynecology. The individual will provide quality nursing care and treatment to the obstetrical and gynecological patients examined by the physicians in the attending clinics and by the residents in the residents' clinic.

### **ORGANIZATIONAL RESPONSIBILITY:**

This individual is responsible to the Charge Nurse who reports to the Nurse Administrator, who reports to the Health Care Administrator II, who reports to the Assistant to the Chair, who reports to the Chair of the Department of Obstetrics and Gynecology.

### **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.

#### **I. Clinical Activities**

**90%**

- A. Retrieving patients from waiting area, assigning each to an examining or procedure room, recording vital signs and preparing patients for examinations or procedures and setting up proper equipment for procedures.
- B. Providing nursing assistance to clinic nurses. Assisting attending physicians in the performance of gynecological examinations, pap smears, endometrial biopsy, amniocentesis, colposcopic exam, cervical and endocervical biopsies, vulvar biopsy, treatment of condyloma, wound dressings and debridement, catheterizations, removal of surgical sutures and staples, LEEP procedures, urodynamics and paracentesis, IUDs, birth control implants, pessary fittings, cryo surgery, breast lump aspirations, hysteroscopies and cystoscopies.
- C. Dispensing oral medications and giving injections in a safe and accurate manner according to physicians and pharmaceutical/laboratory directives with minimal or no discomfort to patients. Telephoning and transmitting prescriptions to pharmacies per physician directives or department policies.
- D. Exercising sound nursing judgment in counseling Ob/Gyn patients, Bone Health clinic patients, pharmacies, medical facilities, etc., and explaining and/or supplementing clinical information, treatment plan, surgical procedures, etc., as presented to the patients by the attending physicians. Instructing out-patients in home procedure such as self injections, self catheterization, care of surgical wound, home care of LEEP procedures, and ordering appropriate supplies for patients' home care.
- E. Determining medical emergencies via clinical data from patient telephone conversations, discussing such with physician or requesting immediate patient appointment for treatment.
- F. Reviewing E.H.R. prior to patient appointment, to assure that recent dictation, laboratory and x-ray results, pathology, cytology and surgical reports are signed in medical record. Updating patient histories, maintaining current medication list in E.H.R. and completing appended x-ray and lab reports. Relays accurate results to patients when appropriate.
- G. Taking vital signs at regular intervals over an extended period of time, charting variables and reporting irregularities to the appropriate physician when notable.

- H. Scheduling of surgery, which includes coordinating dates between attending physicians and residents using Outlook calendar, securing prior authorizations and medical consents, monitoring lab results, and notifying patient of surgery date and results.

## **II. Clinical Support Activities**

**10%**

- A. Serve as a clinical resource to secretarial and clerical personnel in the performance of their respective duties and in coding medical diagnoses.
- B. Participate in the in-service training of new and existing personnel.
- C. Assist the Charge Nurse and the Nurse Administrator in the development of policies and procedures for use in the unit, Ob/Gyn educational materials for distribution to patients and in the collection of patient data for clinical and research applications.
- D. Supervise medical students during the first part of a patient's physical exam as directed by the attending physician.
- E. Provide telephone triage and information to patients.

### **SKILLS and ABILITIES NEEDED for the POSITION:**

1. Graduate of an accredited School of Nursing program.
2. Licensure as a licensed practical nurse in the State of Illinois
3. Strong communication skills, both oral and written.
4. Training and experience in dispensing medication, giving injections and drawing blood samples.
5. Additional training/experience in the performance of Ob/Gyn technical procedures, such as amniocentesis, colposcopy, and LEEP.
6. Sensitive to the needs of underrepresented minority populations.

### **RESPONSIBILITY:**

**Supervisory Controls:** It is anticipated that with appropriate training the employee will require little or no direct supervision. Performance will be reviewed on a regular basis and the employee may receive written or oral directives from the Charge Nurse, Health Care Administrator II and/or the Assistant to the Chair.

**Guidelines:** This position functions under the policies and procedures established by SIU Medicine, the Department of Obstetrics and Gynecology, the School of Medicine and other State and University guidelines and restrictions. Adherence to acceptable nursing principles and the highest ethical standards is demanded of this position.

### **DIFFICULTY:**

**Complexity:** With the volume of clinical activity and the variation of medical specialties and subspecialties, this individual must be efficient, timely and flexible in performing multiple functions and adapting to the individual practice styles of each physician. In all instances, medical confidentiality will be demanded by the employee.

**Scope and Effect:** Professionalism in personal attitude, interest and job performance must be displayed in all patient encounters as the above characteristics directly reflect upon the individual physicians, the Department and the School of Medicine. In addition, the medical care of all Ob/Gyn patients is dependent upon the conscientious performance of nursing functions and administration of treatment plans.

**PERSONAL RELATIONSHIPS:**

Contact via the telephone and in person is extensive with patients, family members, physicians, residents, students, other medical institutions, and the general public. These communications relate to health status, medical guidance, clarification of therapy plans and other concerns ensuring quality medical care.

**ENVIRONMENTAL, HEALTH and SAFETY RESPONSIBILITIES:**

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

**PHYSICAL REQUIREMENTS:**

This individual must be capable of standing for lengthy periods throughout the day. Physical dexterity is necessary in handling lifting, moving, and positioning patients, equipment, and supplies. See attached Physical and Environmental Requirements form.

**WORKING CONDITIONS:**

Environmental factors include contact with various disease processes, pharmaceuticals, injectable and medical equipment. See attached Physical and Environmental Requirements form.

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Licensed Practical Nurse II  
Obstetrics and Gynecology

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Date

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Jill Beckham, RN,  
Charge Nurse  
Obstetrics and Gynecology

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Date

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Alexandra Campbell, RN, BSN  
Nurse Administrator  
Obstetrics and Gynecology

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Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: LPN II

Position No. (If applicable): SMS.CS.N.10976.000 Department: Obstetrics and Gynecology Clinic-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 checked="" 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" 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 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 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		40 - 60 lbs.			<input type="radio"/>
Carrying		40 - 60 lbs.			<input type="radio"/>
Lifting		40 - 60 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.

**Jill Beckham, RN**

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_