

## **POSITION DESCRIPTION**

**CLASSIFICATION:** Licensed Practical Nurse II  
**DEPARTMENT:** Pediatrics – Specialty Clinic  
**INCUMBENT:** \_\_\_\_\_

**DATE:** October 2022

### **FUNCTION**

This position functions as a patient caregiver in the clinical areas of the Department of Pediatrics.

### **ORGANIZATIONAL RELATIONSHIPS**

The nurse occupying this position reports directly to the Charge Nurse who reports to the Nurse Administrator who reports to the Assistant to the Chair, who reports to the Chair of the Department of Pediatrics.

### **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 behavior 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. Patient Care**

**95%**

Utilizes the nursing process and established protocols for the individuals and families who are patients of the Pediatric clinics. This includes telephone triage, direct patient care and patient education.

##### **A. Direct Patient Care**

1. Facilitates smooth patient flow by maintaining the prescribed schedule, preparing the exam room for the provider and obtaining any relevant lab and radiology reports prior to the visit.
2. Prepares for clinic by ensuring required information is available at time of appointment, including but not limited to: lab tests, past immunization history, new born screen, etc.
3. Obtains the basic assessment data on patients prior to the patient visit with the provider. Skillfully obtains blood pressures on infants and children, utilizing a variety of methods. Recognizes readings which are not consistent with normal ranges. Accurately documents the information in the electronic health record.

4. Performs diagnostic tests as ordered by the primary care provider.
5. Assists the provider with the clinical exam and procedures according to department guidelines.
6. Schedules diagnostic tests, as ordered by the primary provider and informs the patient/family of necessary data regarding the testing.
7. Processes prescriptions and refills according to provider's orders.
8. Administers medications or treatments to the patient according to department guidelines under direct authorization of the provider. Utilizes proper procedure for administering medication and treatment with special consideration for patient safety.
9. Demonstrates clinical competence in providing specialized care required in the administration of childhood immunizations.
10. Assist with clinic lab logs recording daily labs. Processes labs in a timely manner for follow up by the provider. Informs patients of results as directed.
11. Maintains well-stocked exam rooms.
12. Collects soiled linens and supplies and processes appropriately.
13. Assists in maintaining adequate inventory of clinic supplies and vaccines.
14. Assists in maintaining supply of patient education materials, which are routinely stocked in the clinic.
15. Assists in the completion of referrals for all managed care patients.
16. Proficiently uses the electronic health record systems in support of quality patient care, including timely documentation of all patient encounters.

**B. Telephone Triage / Patient Education**

1. Screens telephone calls from patients and evaluates the need for the patient to be seen or provided with health care information.
2. Provides health care information to patient/families for treatment of acute and/or episodic minor illnesses according to protocols.
3. Provides diagnostic study results to patient and documents same.
4. Documents information conveyed by the caller pertinent to the patient encounter for the medical record. Records date, time and caller information specific to each encounter. This includes the

time the call was received and completed. Proficiently utilizes the electronic health record according to established protocol.

5. Documents the patient's history information, vital signs, allergies, current medications, weight and chief complaint for the record. Documents all information provided to the caller including follow up instructions. Confirms the correct spelling of patient and caller's name, and call back phone number for each encounter.
6. Organizes the phone calls that require follow up. Checks out to another nurse/phone nurse when scheduled absences occur.
7. Consults with the provider for direction as indicated.
8. Processes prescriptions per provider orders and refills per department policy. Documents all information regarding prescriptions in the medical record.
9. Schedules outpatient testing per provider's orders. Utilizes the appropriate site of service based on insurance policies. Submits referral requests within the electronic health record per protocol.
10. Makes ER or urgent care referrals for patients that are required as a result of the encounter per standing department protocols.

## **II. MISCELLANEOUS**

**5%**

- A. Coordinates the patient's care with outside agencies by communicating information regarding referrals to all concerned individuals.
- B. Attends in services and department meetings as required. Attends conferences to expand knowledge.
- C. Participates in training and education of others, including students, residents and new employees.
- D. Other duties as required.

## **SKILLS AND ABILITIES NEEDED FOR THE JOB**

1. Previous ambulatory care nursing experience desirable, but not mandatory
2. An understanding of the principles of preventative medicine and acute care for a variety of pediatric patients
3. Previous experience with children
4. Knowledge of or desire to learn common childhood diseases & immunizations
5. Sensitive to the needs of the underrepresented minority populations

### RESPONSIBILITY

- A. Supervisory Control: Works under direction of the Charge Nurse/Nurse Administrator. Phone triage is accomplished following guidelines established by the Department of Pediatric Faculty.
- A. Guidelines: Some of the duties and responsibilities of the position are governed by established policies, procedures, and by the Clinic Director. Many other responsibilities have been developed by the Administrative Nurse.

### DIFFICULTY

- A. Complexity: The position requires the following skills and abilities:
  - 1. Strong communication skills
  - 2. Organizational skills including time management and work flow
  - 3. Advanced knowledge of nursing practice including the ability to make sound judgments in clinical situations
  - 4. Management skills and leadership
  - 5. A conceptual awareness of the delivery of care to groups or aggregates
  - 6. An understanding of teaching/learning principles
  - 7. Creativity and flexibility
  - 8. Great attention to detail
  - 9. A sense of and willingness to accept responsibility and to be accountable for actions
  - 10. A sense of the importance of the nurse's role as patient advocate
  - 11. The ability to work in an organized, self-directed fashion
  - 12. The ability to establish and maintain cooperative working relationships with clerical and professional staff
  - 13. The ability to interpret policies, procedures and guidelines
  - 14. Sensitive to the needs of underrepresented minority populations.
- B. Scope and Effect: The work output from this position affects patients, patient care, residents, faculty, administrative areas of the practice, and community interaction with the Department of Pediatrics.

### PERSONAL RELATIONSHIPS

In all relationships, set priorities considering patient/public satisfaction and keep in mind the effect of accuracy and completeness of the incumbent's work on co-workers and other departments.

- A. Pediatric Clinic
  - 1. Patient and their families
  - 2. Pediatric Faculty
  - 3. Pediatric Nursing Staff and Supervisors

B. External

1. Hospital Personnel
2. Pharmacies
3. Laboratory Personnel
4. Personnel from Insurance Companies

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

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

PHYSICAL DEMANDS

See Attached Physical and Environmental Requirements form

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INCUMBENT

Date

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CHARGE NURSE / NURSE ADMINISTRATOR

Date

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ASSISTANT TO THE CHAIR

Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

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

Position No. (If applicable): \_\_\_\_\_ Department: Pediatric 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): <u>Remote - Work From Home</u>	

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 checked="" type="radio"/>	<input 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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input 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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 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		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