

- B. Coordinates follow-up of outpatient services. Facilitates scheduling and performance of tests and procedures. Provides follow-up care in conjunction with attending physician/nurse practitioner/physician assistant furnishing information and teaching.
- C. Serves as a clinical resource of Pediatric Surgery to personnel.
- D. Identifies specialized patient needs and informs appropriate members of the staff.
- E. Attends in-patient rounds.
- F. Determines client eligibility for services and care.
- G. Interviews patients and/or families regarding plans for care, which may include hospital visits and coordinates the specific medical and rehabilitative services recommended.
- H. Develops and coordinates service plans which may include collaboration among agencies to recruit and organize a network of integrated services.
- I. Communicates unmet client needs to responsible parties for appropriate action.
- J. Acts as liaison between families and providers to facilitate communication.
- K. Advocates for family and clients' rights.

II. Direct Nursing

45%

- L. Demonstrates clinical competence in carrying out patient care duties specific to assigned area.
- M. Assists physician/nurse practitioner/physician assistant(s) with clinics including but not limited to: preparing patient for examination, testing, and/or explaining procedures/tests to patient and family.
- N. Obtains complete health and nursing histories for individuals and families who are patients of the clinic. Utilized this information when providing telephone triaging, direct care and patient education.
- O. Documents the patient's history, vital signs and chief complaint in the medical record.
- P. Screens/triages telephone calls from patients and other customers; answers questions using professional knowledge, expertise, nursing judgement, and documents actions in patient chart.
- Q. Administers medications by appropriate route with consideration for patient safety. Utilized training to prepare and administer immunizations/medications.
- R. Performs laboratory procedures specific to assigned area.
- S. Responsible for facilitating efficient patient flow within assigned clinic.
- T. Follows established patient safety protocols for monitoring patients before, during and after treatments utilizing specialized training and is responsible for direction of appropriate response to adverse effects of treatment.

III. Education

10%

- A. Attends in-service classes and other meetings as directed and as deemed necessary. Suggests ideas for in-service training and improving patient education.
- B. Assists with training related to specialty and education of residents, medical students and other allied health professionals.
- C. Assists with development of educational materials for patient education related to specialty.
- D. Fulfills all requirements necessary to maintain certification for specialized area of nursing practice required of position.
- E. Counsels family on the client's service needs and provides such guidance as necessary.

F. Collects and maintains current information about available community resources.

IV. Research Duties

5%

- A. Maintains current case records and prepares reports as required.
- B. Responsible for maintaining and updating research database with appropriate and accurate information.

Skills and Abilities Needed for the Position:

1. Experience in the clinical area or willingness to obtain necessary specific skills related to clinical practice.
2. Ability to function independently with good decision making skills.
3. Demonstrates organizational skills and interpersonal skills.
4. Demonstrates the ability to obtain and update appropriate and accurate patient information in the Electronic Health Record at the time of service, or as needed.
5. Current CPR certification.
6. Ensures proper RN licensure and CME.
7. Excellent oral and written communication skills and be willing to follow oral & written instructions.
8. Demonstrates excellent customer service skills.
9. Ability to maintain good attendance.
10. Willingness to work extra hours when required by physician or clinic schedule.
11. Demonstrates ability to set priorities, make decisions, and handle multiple tasks at one time.
12. Demonstrates initiative to carry out projects without direct supervision.
13. Demonstrates ability & flexibility to function as a team member in a team environment.
14. Willingness to understand specialty areas within the Division.
15. Desire to build on current knowledge base and seek new information and skills, advance technology skills and be able to build on the necessary skills as needed.
16. Knowledge of Universal Precautions.
17. Sensitive to the needs of underrepresented minority populations

Guidelines: The Registered Nurse will follow the guidelines established through the SIU Healthcare Employee Guidelines for the Registered Nurse and the assigned Division protocols. The nurse will also adhere to the principles of aseptic technique when required and the CLIA requirements for laboratory testing.

Difficulty

- A. **Complexity:** The nurse must be able to assist in simple as well as complex medical/surgical procedures as outlined by the assigned surgeon and supervisor. The person should be able to use standard medical/surgical equipment and computers.
- B. **Scope and Effect:** This person is to provide daily assistance and nursing support to the assigned surgeon and Division within the Department of Surgery.

Personal Contacts

This individual will have extensive contacts with the assigned and division surgeons, nursing personnel, and the medical staff. Close working relationships must also be maintained with other university personnel, referring physicians' office staff, and personnel of various hospital departments utilized by the Department of Surgery.

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 and Work Environment: See attached Physical and Environmental Requirements Form. This person must be able to travel between the various SIU locations.

Date
Nurse Consultant
Department of Surgery

Date
Charge Nurse
Department of Surgery

Date
Nurse Administrator
Department of Surgery

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Nurse Consultant**
 Position No. (If applicable): _____ Department: **Surgery 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 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 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 type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input checked="" 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 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
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