

POSITION DESCRIPTION

INCUMBENT _____ CSN _____ FLSA STATUS Exempt

PRESENT CLASSIFICATION Clinic Nurse/Hospitalist Nurse Coordinator DATE _____

DEPARTMENT/DIVISION Internal Medicine/General Internal Medicine

Function

The incumbent in this position will provide nursing support to the Hospitalist Service in the SIU-SOM Department of Internal Medicine.

Organizational Relationship

The incumbent in this position reports to the Healthcare Administrator III for the Division of General Internal Medicine, who reports to the Assistant to the Chair, Department Administrator, for the Department of Internal Medicine, who reports to the Chair of 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

40%

1. Provide patient education in anticipation of discharge.
2. Provide telephone triage for all incoming calls from patients, pharmacies and other healthcare agencies regarding care of discharged patients.
3. Accompany attending physicians on in-patient rounds to ensure familiarity with and to participate in the patient's care and treatment.
4. Place follow-up calls to patients after discharge to confirm status, reconcile medications, etc.
5. Communicates with referring PCP's to ensure patient follow up.
6. Communicate pertinent information to the supervising physician on the Hospitalist service.
7. Identify discharge planning needs and make appropriate referrals to hospital staff for resolution.

8. Provide patient and/or family discharge instructions including, but not limited to, convalescent activities and diet.
9. Record actions taken in the hospital progress notes with appropriate sign-off by supervising physician.
10. Record orders of supervising physician in record with appropriate sign-off.

Teaching/Education

30%

1. Provide monthly orientation for interns and medical students to the in-patient service.
2. Provide annual orientation for interns and residents relative to the American healthcare system including, but not limited to, social services, team communications, appropriate referrals for therapies and general introduction to community resources.
3. Oversee and continually monitor interns' progress in the discharge process.
4. Provide feedback relative to interns' progress in meeting established goals.

Service

30%

1. Participate on quality improvement team internal to the Hospitalist service.
2. Participate on quality improvement committees in the Department of Internal Medicine
3. Participate on hospital committees as requested or assigned, including the Quality Improvement Committee.
4. Assist in the collection and analysis of data for EIP and quality improvement projects.

Skills, Abilities and Knowledge required for the Job

- Knowledge of acute/chronic illnesses.
- Knowledge of common statistical programs, spreadsheet/database management, and word processing.
- Advanced knowledge of nursing practice, including the ability to make sound judgements in clinical situations.
- An understanding of the importance of the nurse's role as patient advocate.
- An understanding of teaching/learning principles.
- Excellent verbal and written communication skills.
- Strong problem solving skills.
- Ability to work with other as a member of a multi-disciplinary team.
- Ability to perform well under stress.
- Self motivated with the ability to prioritize work.
- Adaptable to change.
- Ability to manage multiple projects and activities on a routine basis with minimal supervision.
- Willingness to work hours beyond regularly scheduled hours and/or flex hours depending upon service needs.
- Excellent customer service skills.
- Knowledge of hospitals' clinical policies.
- Knowledge of hospitals' resources, including those for education of patients and families.
- Must obtain HCA certification at MMC.

- Sensitive to the needs of underrepresented minority populations.

Responsibility

- A. Supervisory Controls – Supervisory controls occur in both written and orally from the attending physicians and from the Director of the Hospitalist Program at Memorial Medical Center, for the Department of Medicine, while administrative supervision will be under the Healthcare Administrator III for the Division of General Internal Medicine.
- B. Guidelines – As a professional nurse, the incumbent is ultimately judged by those standards for nursing practice established by the American Nurse Association. The incumbent must practice within the Illinois Nurse Practice Act. The guidelines for performance and responsibilities within the Department are developed and refined by the incumbent and the Director of the Hospitalist Service and or Hospitalist Charge Nurse, for the Division of General Internal Medicine. The incumbent has access to and understanding of the procedure manual and policy manual for the SIU School of Medicine. Performance appraisals are completed periodically according to School/Department policy.

Personal Relationships

The incumbent has personal contact with the faculty and staff of the Department of Medicine and other SIU clinical departments, residents, medical students, patients, and Memorial Medical Center Departments.

Environmental, Health and Safety Responsibilities

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

Patient contact with infectious material and threats of contracting illness can be avoided by observing universal precautions. Chemical cleaning and disinfectants are used for equipment. Hazards can be avoided by wearing protective clothing and following manufacturers advice.

Working Conditions/Physical Demands

See attached Physical and environmental Requirements form.

Comments

Work Schedule: Work schedule may vary with starting and ending times.

INCUMBENT: _____ **DATE:** _____

REVIEWED BY: _____ **DATE:** _____
 Immediate Supervisor

_____ **DATE:** _____
 Department Head/Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Clinic Nurse**

Position No. (If applicable): _____ Department: **Internal Medicine Clinic-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
<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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
HR-0195S 01/10	Clear	Print	Physical Demands Definitions	Page 1 of 1