

POSITION DESCRIPTION

INCUMBENT: _____ CSN: _____ FLSA STATUS _____ Exempt _____

PRESENT CLASSIFICATION: _____ Clinic Nurse _____ DATE: _____

DEPARTMENT/DIVISION: _____ Internal Medicine/Dermatology _____

Function

The incumbent in this position provides part-time nursing duties in the SIU School of Medicine Ambulatory Clinic, Department of Internal Medicine, Division of Dermatology. The primary responsibility being to assist physicians, residents, and medical students in the performance of patient care activities. The incumbent's principle clinical assignment will be in the Division of Dermatology. This nurse may also assist in other specialties as needed.

Organizational Relationship

The incumbent will report to the Charge Nurse for the Division of Dermatology, who reports to the Health Care Administrator III for the Internal Medicine Ambulatory Clinics in 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. Acts under the physician's direction in providing nursing care. Provides nursing care in accordance with the nursing practice act.
2. Follows standards of nursing practice in accordance with SIU's policies and procedures.
3. Performs nursing assessments on patients in the clinic & on the phone: general, treatment specific, or problem-specific, depending on the need & appropriateness. Assessments include anatomy & physiology, adherence, response to therapy, symptom management, monitoring for complications, laboratory & radiographic results, psychosocial, home care, and patient resources.

4. Obtains vital signs and basic care data, prepares patients for examination, interviews patient and records medical histories and current acute problems.
5. Performs patient teaching in regard to disease management, medications, the prevention & early detection of complications, symptom management and proper follow-up.
6. Triage phone calls for the physician
7. Administers medications by all routes.
8. Performs EKGs, enters appropriate charges, and maintains necessary supplies.
9. Performs venipuncture, if needed, for purposes of phlebotomy or IV infusions.
10. Under direction of physician, orders medication refills & documents such in the electronic health record.
11. Performs PICC line removal and PICC line dressing changes per departmental protocol.
12. When charge nurse is not available, monitors the patient care provided by medical assistant and LPN's in the office & clinic settings.
13. Works with other health care team members in the multi-disciplinary clinic including other physicians as requested. Maintains rapport with other school departments and ancillary services.
14. Travels to satellite locations, as assigned.

Indirect Patient Care

30%

1. Schedules appointments for tests, consultations, or procedures and obtains referrals/pre-certifications when required/needed.
2. Maintains clean, well-equipped treatment and procedure rooms. Ordering supplies as needed.
3. Provides follow-up and coordination of patient care by telephone with the patient, family, and other health care providers including insurance companies, case managers, home care agencies, pharmacies, extended care facilities, hospice units and hospitals when directed or needed.
4. Documents teaching, phone calls and nursing assessments, interventions & evaluations in the electronic health record.
5. Offers suggestions to help plan, implement, and evaluate procedures designed to improve operational efficiency and effectiveness within the assigned clinic/office.
6. Assists with orientation of new employees.

Skills, Abilities and Knowledge Needed for the Position

Sensitive to the needs of underrepresented minority populations.

Technical and mechanical aptitude to perform venipuncture preferred.

Competence in using various forms for electronic health record systems.

Responsibility

- A. Supervisory Controls – Supervisory controls occur both written and orally from Charge Nurse and/or Nurse Administrator for the Internal Medicine Ambulatory Clinics, and, as needed, the Health Care Administrator III assigned to the Division of Dermatology. The incumbent uses independent judgment and discretion to operate their clinics according to individual physician preference and patient needs.
- B. Guidelines – The incumbent has access to and understanding of the procedure manual and policy manual for the SIU School of Medicine.

Difficulty

- A. Complexity - The incumbent must adapt to various practice styles of physicians. The incumbent is called upon for a variety of skills which are characterized by sudden change or short notice in order to complete assigned tasks. The incumbent must work in an environment amid constant interruptions. He/she must possess skills that will enable them to stop a task, complete another task, and then return to the first task and complete it. The incumbent must be able to work for more than one physician at a time, when necessary. The incumbent must possess the appropriate interpersonal skills to effectively coordinate other nurses and clinical staff activities.
- B. Scope and Effect - The incumbent is expected to maintain a suitable environment for ambulatory patients. His/her performance affects patients, physicians, and other clinical staff.
- C. Work longer than assigned time or adjust hours to accommodate the clinic’s needs to the patient schedule.

Personal Relationships

The incumbent has personal contact with the faculty and staff of SIU School of Medicine; residents and medical students; patients; pharmacists; pharmaceutical representatives; St. John’s Hospital and Memorial Medical Center staff; city, county and state health departments; and local long term care facilities.

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: **Clinic Nurse**

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

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 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