

## CIVIL SERVICE POSITION DESCRIPTION

**Incumbent:** \_\_\_\_\_ **CSN:** SMS.CS.N10976.000 **FSLA Status:** Exempt  
**Present Classification:** Clinic Nurse **Date:** \_\_\_\_\_  
**Department/Division:** Obstetrics & Gynecology

### **POSITION 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 RELATIONSHIP:**

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 the 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 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 improvement.

- I. Clinical Activities 85%**
- a.** Retrieves patients from waiting area, assigns each to an exam or procedure room, records vital signs and prepares patients for examinations or procedures and sets up proper equipment for procedures.
  - b.** Assists attending physicians in the performance of gynecological examinations, pap smears, endometrial biopsy, 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.
  - c.** Dispenses oral medications and gives injections in a safe and accurate manner according to physicians and pharmaceutical/laboratory directives with minimal or no discomfort to patients. Telephones and transmits prescriptions to pharmacies per physician directives or department policies.
  - d.** Exercises sound nursing judgment in counseling OB/GYN patients, pharmacies, medical facilities, etc., and explains and/or supplements clinical information, treatment plans, surgical procedures, etc., as presented to the patients by the attending physicians. Instructs out-patients in home procedures such as self-injections, self-catheterization, care of surgical wound, home care of LEEP procedures, and orders appropriate supplies for patients' home care.
  - e.** Determines medical emergencies via clinical data from patient telephone conversations, discusses such with physician or requests immediate patient appointment for treatment.

- f. Reviews E.H.R. prior to patient appointment to ensure that recent dictation, laboratory and x-ray results, pathology, cytology and surgical reports are signed in medical record. Updates patient histories, maintains current medication list in E.H.R. and completes appended x-ray and lab reports. Relays accurate results to patients when appropriate.
- g. Takes vital signs at regular intervals over an extended period of time, charting variables and reporting irregularities to the appropriate physician when notable.
- h. Schedules surgeries, which includes coordinating dates between attending physicians and residents using the electronic calendaring system, securing prior authorizations and medical consents, monitoring lab results, and notifying patients of surgery date and results.
- i. Ability/Flexibility to travel to different OBGYN clinic locations as needed.

**II. Clinical Support Activities 10%**

- a. Serves as a clinical resource to secretarial and clerical personnel in the performance of their respective duties and in coding medical diagnoses.
- b. Participates in the in-service training of new and existing personnel.
- c. Assists 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. Supervises medical students during the first part of a patient's physical exam as directed by the attending physician.
- e. Works with the Charge Nurse on Quality Projects.

**III. Other Duties as Assigned 5%**

- a. Performs other duties assigned in a professional manner as the initial department representative to all patients.

**SKILLS AND ABILITIES REQUIRED FOR THE POSITION:**

1. Graduate of an accredited School of Nursing program.
2. Licensed as a registered 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. 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 by the Nurse Administrator and attending physician. The employee may receive written or oral directives from the Nurse Administrator.

**Guidelines:**

Restrictions are limited to departmental policies, State and University purchasing procedures, and sound personal judgment. Medical confidentiality is of extreme importance and is demanded of the employee in 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 of 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 CONTACTS:**

Contact via the telephone and in person is extensive with patients, family members, physicians, residents, students, other medical institutions, and the general public.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

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

**WORKING CONDITIONS:**

See attached Physical and Environmental Requirements form.

\_\_\_\_\_  
Clinic Nurse  
Obstetrics and Gynecology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jill Beckham, RN  
Charge Nurse  
Obstetrics and Gynecology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alexandra Campbell, RN, BSN  
Nurse Administrator  
Obstetrics and Gynecology

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: Clinic Nurse

Position No. (If applicable): SMS.CS.N10976.000 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 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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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	<b>20 - 40 lbs.</b>	<b>10 - 20 lbs.</b>	<b>5 - 10 lbs.</b>	<b>Less than 5 lbs.</b>	<input checked="" type="radio"/>
Carrying	<b>20 - 40 lbs.</b>	<b>10 - 20 lbs.</b>	<b>5 - 10 lbs.</b>	<b>Less than 5 lbs.</b>	<input checked="" type="radio"/>
Lifting	<b>20 - 40 lbs.</b>	<b>10 - 20 lbs.</b>	<b>5 - 10 lbs.</b>	<b>Less than 5 lbs.</b>	<input checked="" 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