

POSITION DESCRIPTION

For the Period July 1, 2022 through June 30, 2023

NAME: _____ POS# _____ FLSA STATUS: Exempt

TITLE: _____ Certified Nurse Practitioner _____ DATE: _____

DEPARTMENT/DIVISION: Internal Medicine/Infectious Diseases

POSITION FUNCTION:

Participate as a full-time advanced practice provider in the Division of Infectious Diseases supporting the ambulatory outpatient practice and the Test to Treat program.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to the Collaborating Physician or in his/her absence, to an Alternate Physician listed on his/her Collaborative Agreement. Day-to-day direct supervision is provided by the collaborating physician(s) with a dotted line reporting relationship to the Health Care Administrator III assigned to your area.

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.

I. SERVICE

100%

- A. Assist in the delivery of medical services to patients seen in the clinic, under medical direction and supervision of full-time faculty physician(s).
- B. Manage individual patient care including:
 - 1. Perform health status assessment by obtaining medical history and performing physical examination
 - 2. Order and interpret diagnostic studies.
 - 3. Develop and implement treatment plan
 - 4. Perform other diagnostic, therapeutic or corrective measures as necessary.
- C. Schedule patients for ancillary services as needed and follow-up with patients afterwards.
- D. Provide patient education and counseling to patients and their families.
- E. Communicate with the physicians, providing a summary of the clinical data and

discussing further evaluation and therapy patients as needed.

- F. Maintain complete and accurate records of all care provided.
- G. Submit billing information.
- H. Assist in quality assurance audits and responses.

II. TEACHING **0%**

III. ADMINISTRATIVE **0%**

IV. RESEARCH **0%**

AUTHORITY AND RESPONSIBILITY:

This is covered in the Collaborative Agreement for Nurse Practitioners.

MINIMUM QUALIFICATIONS:

Graduation from an accredited Nurse Practitioner program.

Received passing score on national certifying exam recognized by the Illinois Department of Financial and Professional Regulation.

Ability to be licensed in the State of Illinois as a Nurse Practitioner.

Sensitive to the needs of underrepresented minority populations.

Experience providing services to multicultural populations.

Experience dealing with underrepresented minority populations.

DESIRABLE QUALIFICATIONS:

Experience in Infectious Diseases.

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/PHYSICAL DEMANDS:

See attached Physical and Environmental Requirements form.

Incumbent

Date

Vidya Sundareshan, MD
Chief, Division of Infectious Diseases

Date

John M Flack, MD, MPH
Professor and Chair
Department of Internal Medicine

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Certified Nurse Practitioner**
 Position No. (If applicable): _____ Department: **Internal Medicine-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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input 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 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 checked="" type="radio"/>	<input 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 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	Less than 5 lbs. <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="radio"/>
Carrying	Less than 5 lbs. <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="radio"/>
Lifting	Less than 5 lbs. <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<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
HR-0195S 01/10	<input type="button" value="Clear"/>	<input type="button" value="Print"/>	<input type="button" value="Physical Demands Definitions"/>	Page 1 of 1