

PRINCIPAL ADMINISTRATIVE

POSITION DESCRIPTION

For the period of October 18, 2022 through October 31, 2022

Incumbent:
Title: Certified Nurse Practitioner or Physician Assistant-Certified
Department/Division: Department of Surgery/Division of Urology
FLSA Status: Exempt

POSITION FUNCTION

The primary purpose of the incumbent in this position is to assist and advise the Nurse Administrator, Health Care Administrator, and Chief of Urology in the management of the Urology's clinical operations. This incumbent shall coordinate and integrate activities of the Department with other activities in the School of Medicine, SIU HealthCare and affiliated hospitals. Specific divisions will be directly overseen by the incumbent. This person in this position supervises clinical staff.

The incumbent in this position serves also as a physician extender for Urology. All clinical services will be provided within the scope of the Collaborative Agreement and Urology faculty providers.

ORGANIZATIONAL RELATIONSHIPS

The incumbent reports to the Health Care Administrator, who reports to the Chief of the Division of Urology, who reports to the Chairman of Surgery. The incumbent will work in conjunction with the Nurse Administrator on a daily basis.

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. ADMINISTRATION

50%

1. Is familiar with all clinical duties and responsibilities in the Division of Urology.
2. Provides direct supervision for clinical team members (RN, LPN, MA's). Monitors quality of work and services performed by clinical staff and ensures that functions are performed according to policies and procedures.

3. Assist with hiring, orientation, training, counseling and discipline of the assigned group of clinical employees.
4. Ensure the efficient and timely performance of the assigned group of clinical activities.
5. Participates in development, implements, updates and maintains nursing policies, procedures, standards of care and quality assurance programs.
6. In conjunction with the Clinical Operations Leadership Team and Division Chief, identifies goals and vision for those divisions, and develops the plan to achieve those goals.
7. Assures that tests and surgeries are pre-certified according to insurance requirements, if necessary.
8. Develops, receives, reviews, and approves divisional policies and procedures; determines which policies should be taken forward for development as Department policies and procedures to ensure that goals and vision are reached, maintaining consistency and compliance with School of Medicine guidelines in conjunction with the Clinical Operations Leadership Team.
9. Maintains or delegates inventory of adequate supplies necessary for daily surgery clinic activities and makes recommendations to Divisional Chairman/office support for equipment, commodities, and non-routine supplies.
10. Schedules & participates in departmental/divisional staff meetings.
11. Ensures that all Human Resource functions are adhered to utilizing School of Medicine guidelines, including but not limited to mediating problems between faculty and/or staff, hiring/counseling/termination of staff, orientation and training of staff and conducting staff meetings to ensure timely presentation of divisional, departmental or School of Medicine information.
12. Serves as a consultant on space utilization for the Department, evaluating and coordinating existing and projected clinic space requirements, and making recommendations for space allocation in conjunction with the Health Care Administrator
13. In conjunction with clinic charge nurses, authorizes request for time off for employees ensuring all clinical areas are covered.
14. Monitors the quality of work and services performed by the assigned group of employees. Compile data and conduct employee evaluations per OHR regulations. Ensures that functions are performed, such as documentation and billing.
15. Attends and participates in clinic related meetings and committees as a representative of the Department.
16. Compiles, organizes and analyzes data related to clinical activities. Reviews system generated reports, document problem areas and recommends solutions to the Nurse Administrator, Department Administrator, Clinical Directors and Chairman.

17. Maintains a thorough knowledge of departmental policies and procedures as they relate to clinical staff. Implement rules, policies and procedures as indicated. Recommends additions or changes to policies and procedures to the Nurse Administrator and the Department Administrator.
18. Monitors risk management needs through utilizing the SENSOR system. Works with Nurse Administrator developing satisfactory resolutions. Serves as a file manager for SENSOR
19. Works with the Nurse Administrator and the clinic charge nurses to plan and coordinate employee training programs. Evaluates the effectiveness of the employee training programs. Makes recommendations for alternative training programs as needed.
20. Conducts employee training programs to inform employees of new procedures and or policies and to improve the quality of work provided by staff.
21. Assists in strategic planning efforts related to Department growth and operations. Assists with new clinical program development.
22. Works with the Nurse Administrator in developing, expanding and planning education, clinical and quality programs.
23. Ensures clinical staff observe policies and procedures for universal precautions and safe handling of materials.
24. Identifies potential safety hazards in the clinical area. Develops, implements and documents procedural changes as needed.
25. Responds to non-routine, complex questions and issues.
26. Functions as a patient advocate. As a person of authority in the clinical area, troubleshoots with patients and others as needed.
27. Assists clinical staff in setting priorities and coordinating responsibilities in order to promote job satisfaction within the clinic. Participates in leadership rounding.

II. SERVICE

20%

1. Sets an example to future practitioners of highly skilled and conscientious practice of Urology that is balanced with self-education and other academic activities.
2. Manages individual patient care including:
 - Performs health status assessment by obtaining medical and psychosocial histories and performing physical examination;
 - Orders and interpret diagnostic studies;
 - Develops and implement treatment plan; and
 - Performs other diagnostic, therapeutic or corrective measures as necessary.
3. Provides patient education and counseling to patients and their families.

4. Communicates with the physicians, providing a summary of the clinical data and discusses further evaluation and therapy with patients as needed.
5. Maintains timely, complete and accurate records of all care provided per SIU Medicine policies. Submits billing information in accordance with SIU Medicine health care policies.
6. Keeps up-to-date with all medications and doses related to the Urology practice. Utilizes proper procedure for administering medication and treatments with special consideration for patient safety.
7. Serves as a patient advocate resolving patient and provider experience related issues.

II. TEACHING 5%

1. Provides patient and family education based on assessed need regarding the diagnosis, treatment, protocols and diagnostic testing in the area of urology.
2. Teaches patients and family members on necessary post-op care.
3. Provides and participates in professional educational activities related to vascular surgery patients.

III. RESEARCH 5%

1. Applies a scientific process to advance the service provided to patients.
2. Through appropriate committees, initiates and participates in nursing and interdisciplinary research.
3. Participates with nursing and other colleagues in the publication of approved research findings.

AUTHORITY AND RESPONSIBILITY

This position works under the provisions provided in the *Collaboration Agreement* for providing direct patient care.

- A. Supervisory Control - The incumbent is expected to work independently with minimal oversight from the Department Administrator.
- B. Guidelines - As a professional nurse, the incumbent is ultimately judged by those standards for nursing practice established by the American Nurses Association. The incumbent must practice within the limits of the Illinois Nurse Practice Act. The guidelines for performance and responsibilities within the Surgery Clinic are developed and defined by the incumbent and the Assistant to the Chair. Many of the duties and responsibilities of the position are governed by established policies and procedures. Day-to-day decisions are made at the direction of the incumbent.

Difficulty

1. Complexity - The position requires the following skills and abilities:
 - Strong communication skills
 - Organizational skills including excellent time management and work flow
 - Advanced knowledge of nursing practice and other clinic tasks including the ability to make sound judgments in clinical situations
 - Management and leadership skills

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- A conceptual awareness of the delivery of care to groups and individuals
- An understanding of teaching/learning principles
- Creativity and flexibility
- Great attention to detail
- A sense of and willingness to accept responsibility and to be accountable for actions
- A sense of the importance of each clinic staff member's role as a patient advocate
- The ability to work in an organized, self-directed fashion
- The ability to establish and maintain cooperative working relationships with clerical and professional staff.
- The ability to interpret policies, procedures and guidelines

Scope and Effect

The work output from this position affects patients, patient care, residents, and administrative areas of the practice and community interaction with Urology.

MINIMUM QUALIFICATIONS

Certified Nurse Practitioner

1. Graduate of an accredited Nurse Practitioner program; **AND**
2. Received passing score on national certifying exam; **AND**
3. Ability to be licensed in the State of Illinois as a Nurse Practitioner; **AND**
4. Sensitive to the needs of underrepresented minority populations

Physician Assistant-Certified

1. Graduate of an accredited Physician Assistant program; **AND**
2. Received a passing score on the national certifying exam; **AND**
3. Licensure as a Physician Assistant in the State of Illinois (or eligibility for licensure); **AND**
4. Sensitive to the needs of underrepresented minority populations

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ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

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

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached *Physical and Environmental Requirements* form.

Incumbent	Date
Certified Nurse Practitioner SIU Division of Urology	

Ashley Ingram, RN	Date
Health Care Administrator III SIU Department of Surgery	

Bradley Schwartz, DO	Date
Professor and Chief SIU Division of Urology	

Lisa Price, MSOB	Date
Assistant to the Chair SIU Department of Surgery	

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Certified Nurse Practitioner**

Position No. (If applicable): _____ Department: **Surgery-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 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 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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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		20 - 40 lbs.			<input type="radio"/>
Carrying		10 - 20 lbs.			<input type="radio"/>
Lifting		40 - 60 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