

**PRINCIPAL ADMINISTRATIVE
POSITION DESCRIPTION**

for the period October 4, 2021 to October 3, 2022

NAME: _____ FLSA STATUS Exempt

TITLE: Certified Nurse Practitioner/ Physician Assistant

DEPARTMENT: Neurology

POSITION FUNCTION

The advanced practice provider will have responsibilities in medical service as pertains to the general mission of Southern Illinois University School of Medicine and the specific needs of the Department of Neurology. Responsibilities shall include direct patient care on the inpatient stroke service of Decatur Memorial Hospital (DMH), participation in the DMH Primary Stroke Center protocols as required, and assisting with general neurologic consultations at DMH as time and training permits..

ORGANIZATIONAL RELATIONSHIPS

This advanced practice provider will report to the Medical Director of Stroke services at Decatur Memorial Hospital, the Medical Director of the division of Vascular Neurology and Neuro-critical Care at SIU School of Medicine, and to the Chair of Neurology at SIU School of Medicine.

AUTHORITY AND RESPONSIBILITY

Under the direction of the attending physician, the advanced practice provider will provide supervised specialized care for patients with acute stroke and intracerebral hemorrhage and other vascular diseases of the central nervous system admitted to Decatur Memorial Hospital. The advanced practice provider will provide supervised consultative care for general neurology inpatients at DMH, once stroke responsibilities are taken care of and time and training permit.

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.

List duties involved in the instruction of medical students and/or residents or duties providing direct instructional support.

I. Service

100%

- A. Under the supervision of the stroke center director at DMH, and the SIU stroke neurologist on call, provide consultative care for inpatients with stroke at DMH, per the direction of the physicians and the protocols of the Primary Stroke Center at DMH.
- B. Present all inpatients on the stroke service to the on call SIU stroke neurologist during daily telemedicine rounds, including demonstrating the current examination, showing imaging and other testing results, communicating with patients and families, and communicating with the attending hospitalist.
- C. Maintain orderly and timely inpatient medical records of all patients seen on the inpatient stroke service, including but not limited to consultative history and physical examinations, daily progress notes and placing orders as needed and appropriate.
- D. Work Schedule will be 5 days per week roughly but no exclusively 8-10 hours in length, covering all 7 days in rotation with a second SIU stroke neuro-hospitalist APP.

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

The advanced practice provider must be certified and licensed to practice in Illinois or be eligible to be licensed as a certified nurse practitioner or physician assistant.

Sensitive to the needs of underrepresented minority populations

DESIRABLE QUALIFICATIONS

The advanced practice provider will have knowledge and practical skills in the diagnosis and care of patients commensurate with their training. Knowledge and skill in the diagnosis and care of patients with neurologic issues, and in particular who are suffering from vascular neurologic problems, will be highly valued but not essential.

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.

Date

Jayant Acharya, MD

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

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

Position No. (If applicable): **SMS.AP.71076000** Department: **Neurology-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 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 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 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		40 - 60 lbs.			<input type="radio"/>
Carrying		5 - 10 lbs.			<input type="radio"/>
Lifting		20 - 40 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 _____