

CIVIL SERVICE POSITION DESCRIPTION

Incumbent		FLSA	Non-Exempt
Present Classification	Licensed Practical Nurse I	CSN	
Department/Division	Cancer Institute Clinic	Date	

FUNCTION

This is an entry level position in the Simmons Cancer Institute at SIU (SCI). All tasks will be performed under the direct supervision of a Registered Nurse or physician. This position performs daily application of the School's mission and vision in providing the highest level of quality care to our patients, families, and in working with our employees, physicians, and the communities we serve.

ORGANIZATIONAL RELATIONSHIPS

The incumbent in this position reports to the assigned Charge Nurse, who reports to the Nurse Administrator, who reports to the Department Administrator at SCI. This position will be controlled by University procedures, by general directives, and by policies of SCI and SIU 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.

Direct Patient Care

80%

Assists the physician with patient care, i.e., prepares equipment for diagnosis and treatment, calls patients from the waiting room, obtains vital signs and basic care data and prepares the patient for the physician's examination or other clinical procedures.

Acts under the physician's direction and direct supervision of RN in providing nursing care & provides nursing care in accordance with the nursing practice act.

Follows standards of nursing practice in accordance with SIU's policies & procedures and Oncology Nursing Society evidence based care.

Follows research protocols when conducting patient research, including obtain informed consent, providing patient care as directed by research methodology, & documenting patient care according to protocol or clinic standards.

Maintains patient confidentiality in all patient interactions & medical records.

Gives patient instructions and information, answers questions for patients and their families under MD's direction.

Assists with clinic flow to maximize clinician productivity and minimize patient wait times. Assists RN in care of acute and/or episodic minor illness of patients & reports changes to RN or MD.

Assists in monitoring patient telephone calls and answers applicable questions, determines problems, obtains direction from provider or RN; or redirects call to proper person.

Performs clinic laboratory testing and procedural testing according to clinic protocols.
Reports findings to physician and records on patient medical record.

Assists with clinic and radiological procedures. Sets up and/or completes procedures as necessary under the direction of the MD, APN, PA, or RN.

Schedules follow-up patient activities including radiology studies, surgical procedures and other testing as ordered by the MD, APN, or PA.

Prepares for upcoming clinics by organizing patient medical records, obtaining history from referring physician, pertinent radiologic studies, laboratory results, and operative reports when appropriate.

Indirect Patient Care

20%

Offers suggestions to help plan, implement, and evaluate procedures designed to improve operational efficiency and effectiveness within the assigned clinic/office.

Obtains referrals, pre-certifications etc. with third party payers when required/needed.

Performs other duties as assigned.

SKILLS AND ABILITIES NEEDED FOR THIS POSITION

Sensitive to the needs of underrepresented minority populations.

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.

CPR certified.

Ability to maintain professional continuing education and competency.

RESPONSIBILITY

Supervisory control - as stated in organizational relationships. Supervisory controls occur both written and orally from supervisor to ensure the proper and efficient operation of the clinic determines all priorities and deadlines.

Guidelines: The incumbent will have access to a manual of clinical procedures and a policy manual. Orientation will be given by clinic staff.

DIFFICULTY

Ability to adapt to various practice styles of physicians within the clinic and assist multiple patients, physicians and staff at a time, when necessary.

Capability to adjust schedule to accommodate emergencies or sudden changes and possess skills to interrupt one task, temporarily, to perform another.

Travels to satellite locations, as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

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

See attached form outlining the physical and environmental requirements of the position.

Incumbent Date

Direct Supervisor Date

Department Head/Chair Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **LPN I**
 Position No. (if applicable): _____ Department: **Cancer Institute 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 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input 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		40 - 60 lbs.			<input type="radio"/>
Carrying		40 - 60 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.

Mary Haley-Emery

Supervisor Signature	Date	Supervisor Name	Employee Signature	Date
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