

POSITION DESCRIPTION

INCUMBENT: _____ **CSN:** SMS.CS.N10878.002 **FLSA STATUS:** Non-Exempt

PRESENT CLASSIFICATION: Licensed Practical Nurse II **DATE:** _____

DEPARTMENT/DIVISION: _____ Neuroscience Institute

Function

The incumbent in this position will furnish full-time nursing duties in the Neuroscience Institute. This Licensed Practical Nurse will assist the physician in patient care activities in the clinics and will perform direct patient care requiring elementary nursing principles. This nurse may also assist in other areas as needed.

Organizational Relationship

The incumbent will report to the Charge Nurse in the Neuroscience Institute who reports to the Administrative Director of the Neuroscience Institute.

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.

Patient Services

70%

- A. Assist 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.
- B. Assists with procedures such as Botox injections, tesselon tests, and lumbar punctures. Draws blood through venous puncture.
- C. Provides and coordinates patient education and information, i.e., explains exam procedures to be performed by the physician and answers questions for patients and their families regarding components of health care related to the disease under physician's direction.
- D. Evaluates medical records for completeness prior to patient visits and obtains missing information.
- E. Reports to and assists RN in care for acute and or episodic minor illness of Clinical Service patients.
- F. Schedules appointment for future patient visits, appointments with other physicians and ancillary services and procedures.

- G. Monitors patient telephone calls and answers applicable questions, determines problems, or redirects call to proper person.
- H. Under direction of physician, orders medication refills. Documents action in patients medical record. Transcribes physician instruction sheets.
- I. Performs laboratory procedures such as urinalysis, throat culture, or venous puncture.
- J. Sets up admission for plasmaforesis, video EEG monitoring, and other direct admissions.
- K. Calls insurance companies to obtain pre-certification for procedures and admissions.
- L. Administers medications IM, Dermal, Sub-Q, or oral under direction of a physician, advanced practice nurse, or RN.
- M. Performs EKG's and maintains necessary supplies.
- N. Assists with patient needs on a walk-in basis.
- O. Advocates for patient drug assistance programs.
- P. Assumes clinic unit responsibilities under indirect supervision.
- Q. Assists with other procedures as needed.

Administrative Duties:

30%

- A. Assembles, cleans, and sterilizes packs for special procedures. Maintains clean, well-equipped exam rooms. Keeps track of and orders supplies.
- B. Attends in-service classes and meetings as directed and as deemed necessary. Suggests ideas for in-service training and improving patient education.
- C. Performs other duties and responsibilities as directed.

Skills and Abilities Needed for the Position

Sensitive to the needs of underrepresented minority populations

1. Good communication skills
2. Knowledge of clinic policy and procedures

Responsibility

- A. Supervisory Controls are established by the Charge Nurse, Department of Neurology.
- B. Guidelines – The incumbent will have access to procedural and policy manuals and will be oriented to different specialty procedures by the Charge Nurse or other nursing staff in those respective specialties.

Difficulty

- A. Complexity – This nursing position will be called upon for a variety of skills characterized by sudden change and/or short notice in order to complete assigned tasks. This nurse must work in an environment amid constant change and interruptions. He/she must possess skills that will enable them to stop a task to complete another task and then return to the first task and complete it.
- B. This nurse must be able to cover more than one practitioner at a time when necessary.

C. The nurse will be expected to maintain a suitable environment for patients, and must understand his/her performance affects patients, faculty, and other clinic staff.

Personal Contacts

This individual interacts with patients, patient’s families, clinical and clerical staff, providers and other university and hospital personnel through face-to-face interaction, phone conversations, and through email and fax correspondence. This level of communication must be established to maintain efficient, pleasant and professional clinical experience for the staff and patients. This person requires the ability to work with confidential information.

Environmental, Health and Safety Responsibilities

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

Working Conditions

See attached Physical and Environmental Requirements form.

Comments

This position demands a high level of confidentiality due to east accessibility of patient medical record information and medical records. Violation of this confidence in any manner will result in immediate dismissal. A signature and statement of explaining the need for adherence to a code of professional ethics with regard to the respect of the confidential nature of the information being handled is a condition of employment.

Incumbent Date

Charge Nurse Date

Administrative Director of the NSI Date