

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT: _____ **CSN:** SMS.CS.N11218.000 **FLSA STATUS:** Non-Exempt
PRESENT CLASSIFICATION: Licensed Practical Nurse II **DATE:** _____
DEPARTMENT/DIVISION: Obstetrics and Gynecology

FUNCTION:

This individual will provide efficient and effective nursing support to the practicing physicians and residents in the Department of Obstetrics and Gynecology. The individual will provide quality nursing care and treatment to the obstetrical and gynecological patients examined by the physicians in the attending clinics and by the residents in the residents' clinic.

ORGANIZATIONAL RESPONSIBILITY:

This individual is responsible to the Nurse Administrator who reports to the Health Care Administrator II, who reports to the Assistant to the Chair, who reports to the Chair of the Department of Obstetrics and Gynecology.

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. Clinical Activities

90%

- A. Retrieving patients from waiting area, assigning each to an examining or procedure room, recording vital signs and preparing patients for examinations or procedures and setting up proper equipment for procedures.
- B. Providing nursing assistance to clinic nurses. Assisting attending physicians in the performance of gynecological examinations, pap smears, endometrial biopsy, amniocentesis, colposcopic exam, cervical and endocervical biopsies, vulvar biopsy, treatment of condyloma, wound dressings and debridement, catheterizations, removal of surgical sutures and staples, LEEP procedures, urodynamics and paracentesis, IUDs, birth control implants, pessary fittings, cryo surgery, breast lump aspirations, hysteroscopies and cystoscopies.
- C. Dispensing oral medications and giving injections in a safe and accurate manner according to physicians and pharmaceutical/laboratory directives with minimal or no discomfort to patients. Telephoning and transmitting prescriptions to pharmacies per physician directives or department policies.
- D. Exercising sound nursing judgment in counseling Ob/Gyn patients, Bone Health clinic patients, pharmacies, medical facilities, etc., and explaining and/or supplementing clinical information, treatment plan, surgical procedures, etc., as presented to the patients by the attending physicians. Instructing out-patients in home procedure such as self injections, self catheterization, care of surgical wound, home care of LEEP procedures, and ordering appropriate supplies for patients' home care.
- E. Determining medical emergencies via clinical data from patient telephone conversations, discussing such with physician or requesting immediate patient appointment for treatment.
- F. Reviewing E.H.R. prior to patient appointment, to assure that recent dictation, laboratory and x-ray results, pathology, cytology and surgical reports are signed in medical record. Updating patient histories, maintaining current medication list in E.H.R. and completing appended x-ray and lab reports. Relays accurate results to patients when appropriate.
- G. Taking vital signs at regular intervals over an extended period of time, charting variables and reporting irregularities to the appropriate physician when notable.

- H. Scheduling of surgery, which includes coordinating dates between attending physicians and residents using Outlook calendar, securing prior authorizations and medical consents, monitoring lab results, and notifying patient of surgery date and results.

II. Clinical Support Activities

10%

- A. Serve as a clinical resource to secretarial and clerical personnel in the performance of their respective duties and in coding medical diagnoses.
- B. Participate in the in-service training of new and existing personnel.
- C. Assist the Charge Nurse and the Health Care Administrator II in the development of policies and procedures for use in the unit, Ob/Gyn educational materials for distribution to patients and in the collection of patient data for clinical and research applications.
- D. Supervise medical students during the first part of a patient's physical exam as directed by the attending physician.
- E. Provide telephone triage and information to patients.

SKILLS and ABILITIES NEEDED for the POSITION:

1. Graduate of an accredited School of Nursing program.
2. Licensure as a licensed practical nurse in the State of Illinois
3. Strong communication skills, both oral and written.
4. Training and experience in dispensing medication, giving injections and drawing blood samples.
5. Additional training/experience in the performance of Ob/Gyn technical procedures, such as amniocentesis, colposcopy, and LEEP.
6. Sensitive to the needs of underrepresented minority populations.

RESPONSIBILITY:

Supervisory Controls: It is anticipated that with appropriate training the employee will require little or no direct supervision. Performance will be reviewed on a regular basis and the employee may receive written or oral directives from the Charge Nurse, Health Care Administrator II and/or the Assistant to the Chair.

Guidelines: This position functions under the policies and procedures established by SIU Medicine, the Department of Obstetrics and Gynecology, the School of Medicine and other State and University guidelines and restrictions. Adherence to acceptable nursing principles and the highest ethical standards is demanded of this position.

DIFFICULTY:

Complexity: With the volume of clinical activity and the variation of medical specialties and subspecialties, this individual must be efficient, timely and flexible in performing multiple functions and adapting to the individual practice styles of each physician. In all instances, medical confidentiality will be demanded by the employee.

Scope and Effect: Professionalism in personal attitude, interest and job performance must be displayed in all patient encounters as the above characteristics directly reflect upon the individual physicians, the Department and the School of Medicine. In addition, the medical care of all Ob/Gyn patients is dependent upon the conscientious performance of nursing functions and administration of treatment plans.

PERSONAL RELATIONSHIPS:

Contact via the telephone and in person is extensive with patients, family members, physicians, residents, students, other medical institutions, and the general public. These communications relate to health status, medical guidance, clarification of therapy plans and other concerns ensuring quality medical care.

ENVIRONMENTAL, HEALTH and SAFETY RESPONSIBILITIES:

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

PHYSICAL REQUIREMENTS:

This individual must be capable of standing for lengthy periods throughout the day. Physical dexterity is necessary in handling lifting, moving, and positioning patients, equipment, and supplies. See attached Physical and Environmental Requirements form.

WORKING CONDITIONS:

Environmental factors include contact with various disease processes, pharmaceuticals, injectable and medical equipment. See attached Physical and Environmental Requirements form.

Licensed Practical Nurse II
Obstetrics and Gynecology

Date

Alexandra Campbell, RN
Nurse Administrator
Obstetrics and Gynecology

Date

Christine Madonia, RN, BSN
Health Care Administrator II/Interim Assistant to the Chair
Obstetrics and Gynecology

Date