

POSITION DESCRIPTION

INCUMBENT: _____ CSN:

PRESENT CLASSIFICATION: Nurse Administrator Date:

DEPARTMENT / DIVISION: Surgery

Function:

The Nurse Administrator is responsible for supervising the Department of Surgery Charge nurse staff and for the daily operations of the clinical services for the Department of Surgery.

Organizational Relationships

This position reports to the Department Health Administrators, who reports to the Assistant to the Chair of the Department of Surgery, who reports to the Chairman of the Department of Surgery. An annual written evaluation will be held with the employee and Department Administrator to discuss job performance within the past year of employment.

Duties and Responsibilities

The following information is intended to be representative of the work performed by the incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from this position if 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. Administrative Duties

60%

- A. Serves with assisting Divisional Charge nurses with administrative and production supervision for the Department of Surgery.
- B. Maintains overall responsibility for the hiring, training, discipline and evaluating of staff within the Nursing unit. Assigned responsibilities and duties may be delegated to subordinate staff.
- C. Coordinates and chairs nursing charge nurse meetings on a regular basis.
- D. Assigns nursing and clinic support staff appropriately to maximize optimum efficiency in clinics.
- E. Coordinates and assigns clinic examination rooms.

- F. Evaluates clinic functions on a regular basis and PRN utilizing patient satisfaction reports.
- G. Provides direction to nursing staff individually or as a group.
- H. Develops, revises, and implements nursing and clinic procedures and policies.
- I. Meets as needed with Division Administrator and core staff, ensuring efficient operation of clinics.
- J. Acts as a liaison between faculty, healthcare administrators and nursing staff.
- K. Ensures a professional environment is maintained by nursing staff.
- L. Ensures that all areas of clinic and equipment used are clean, organized, and safely stored according to policy and procedure.
- M. Works with Division Charge Nurses in developing and revising patient education brochures to meet needs, regulations, and updating information PRN and annually.
- N. Advises business office manager on appropriateness of patient appointments and clinic schedule efficiency.
- O. Assumes additional responsibilities as assigned by the Health Administrators for Department of Surgery,
- P. Works with Healthcare in regards to communication and educating the Department of Surgery on new policies / procedures, regulation updates, and accreditations.
- Q. Organizes clinic patient flow and revises as necessary to maximize physician productivity and minimize patient wait times.

II. Education

25%

- A. Provides and participates in staff and community education programs.
- B. Provides orientation to daily clinic activities and training for nursing personnel, students and residents.
- C. Assists with instruction of secretaries in the provision of patient activities.
- D. Functions as resource person for general public requesting information in regards to Division with the Department of Surgery.
- E. Works with Divisional Charge nurses in completion of annual training and competencies.

III. Nursing Duties

10%

- A. Provides clinic nursing care and delegation of clinical duties to LPN's and MA's while in clinic. This care may include, but not be limited to, obtaining patient histories, assisting with portions of physical examinations, administering medications, providing wound care, performing other nursing procedure and documenting nursing functions appropriately.

- B. Performs clinic laboratory testing and procedural testing according to clinic protocols. Reports findings to physician and records on patient medical record.
- C. Assists with procedures. Sets up and/or completes procedures as necessary under the direction of the MD, APN, or PA.
- D. Develops and implements patient plan of care with the MD, APN, and / or PA.
- E. Coordinates delivery of patient plan of care.
- F. Organizes clinic patient flow and revises as necessary to maximize physician productivity and minimize patient wait times.
- G. Schedules follow-up patient activities including radiology studies, surgical procedures and other testing as ordered by the MD, APN, or PA.
- H. Prepares for upcoming clinics by obtaining history from referring physician, pertinent radiologic studies, laboratory results, and operative reports when appropriate.
- I. Communicates with call center, patients, families and other healthcare professionals.
- J. Uses critical thinking skills to triage patient care priorities for patient phone calls and needs.
- K. Utilizes and maintains equipment used in the assessment and treatment of patients.
- L. Ensures accurate, current, and safe nursing procedures pertaining to patient care through appropriate supervision of clinical personnel in the clinical area.
- M. Acts as liaison between healthcare facilities and other specialty agencies.
- N. Functions as a primary nurse or back-up nurse as directed depending on the need. Follows direction of the primary nurse and physician when functioning as the back-up nurse.
- O. Serves as a resource to departmental staff.

IV. Research Duties

5%

- A. Assists with planning and implementation of research projects as related to patient care.
- B. Follows research protocol when conducting patient research, including obtaining informed consent, providing patient care as directed by research methodology, and documenting patients are according to protocol or clinic standards.
- C. Collects and analyzes data and assists when publishing results as needed.
- D. Attends SCHRIS training and maintains qualifications to participate in research, if applicable.

Skills and Abilities Needed for the Position:

- A. Experience in the clinical area or willingness to obtain necessary specific skills related to clinical practice.
- B. Ability to function independently with good decision making skills.
- C. Demonstrates organizational skills and interpersonal skills.
- D. Current CPR certification.
- E. Excellent oral and written communication skills and be willing to follow oral & written instructions.
- F. Demonstrates excellent customer service skills.
- G. Ability to maintain good attendance.
- H. Willingness to work extra hours when required by physician or clinic schedule.
- I. Demonstrates ability to set priorities, make decisions, and handle multiple tasks at one time.
- J. Demonstrates initiative to carry out projects without direct supervision.
- K. Demonstrates ability and flexibility to function as a team member in a team environment.
- L. Willingness to understand specialty area within the Division.
- M. Desire to build on current knowledge base and seek new information and skills, advance technology skills and be able to build on the necessary skills as needed.
- N. Knowledge of Universal Precautions.
- O. Sensitive to the needs of underrepresented minority populations.

Guidelines: The Registered Nurse will follow the guidelines established through the SIU Healthcare Employee Guidelines for the Registered Nurse and the assigned Division protocols. The nurse will also adhere to the principles of aseptic technique when required and the CCLIA requirements for laboratory testing.

Difficulty

- A. Complexity: The majority of the guidelines have been established by previous work practices and procedures. The employee must be able to assume responsibility for complex nursing and administrative duties, which require the exercise of judgment and initiative in selecting and applying guidelines.
- B. Scope and Effect: Although instructions for tasks and work in progress will be outlined by the Division Administrator and the chairman, this position will be expected to program his/her own work schedule, and exercise his/her own judgment within the limits of his/her licensing and training when the occasion arises. The policies and procedures of

the School of Medicine, as well as the Division of Otolaryngology, will provide all of the basic guidelines.

Personal Contacts

This individual will have extensive contacts with the assigned and division physicians, nursing personnel, and the medical staff. Close working relationships must also be maintained with other University personnel, referring physicians' office staff, and personnel of various hospital departments utilized by the Department of Surgery.

Working Conditions

Physical Requirements and Work Environment: See attached Physical and Environmental Requirements Form. This person must be able to travel between the various SIU locations.

INCUMBENT: _____

DATE: _____

REVIEWED BY: _____

Immediate Supervisor

DATE: _____

Assistant to the Chairman

DATE: _____

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