

**PRINCIPAL ADMINISTRATIVE**  
**POSITION DESCRIPTION**  
for the period \_\_\_\_\_ to \_\_\_\_\_

**NAME:** \_\_\_\_\_ **FSLA STATUS:** Exempt  
**TITLE:** Advance Practice Provider  
**DEPARTMENT:** Obstetrics and Gynecology – Generalist Division

**POSITION FUNCTION:**

The Advance Practice Provider functions in the Division of General Obstetrics and Gynecology offering clinical services in women's health care under the guidelines of the Illinois Advanced Nurse Practice Act. The position serves a high volume clinic, providing comprehensive women's health care to patients from adolescence to the geriatric patient. This position is involved in the education of other nurses, patients, family members, residents, medical students, and the community at large. The employee may also be involved in the conduct of clinical research protocols.

**ORGANIZATIONAL RELATIONSHIPS:**

The Advance Practice Provider reports to the Chief of the Division of General Obstetrics and Gynecology who will designate a physician collaborator from the Generalist Division. Both report to the Chair of the Department of Obstetrics and Gynecology.

**DUTIES AND 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.

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.

- I. **CLINICAL:** 90%
- A. Provide gynecologic and prenatal care to patients in the clinic under the guidance and direction of the physician collaborator.
  - B. Assess the physical and psychological status of patients through health history, physical examination and diagnostic studies.
  - C. Triage patient problems and determines urgency for physician evaluation
  - D. Provide women's health care maintenance and promotion services with an emphasis on healthy lifestyles.
  - E. Performs or orders preventive and diagnostic studies based on assessment findings and ACOG guidelines.
  - F. Interprets test/study results.
  - G. Identify and refer to physicians and other health care professionals those patients requiring further evaluation or services.
  - H. Acts as a liaison between referring providers, faculty, residents, and patients/family members, answering routine questions and concerns.
  - I. Prescribes pharmacologic and non-pharmacologic treatment in accordance with collaborating physicians scope of practice.
  - J. Documents history, physical, plan of care, and referrals through the electronic health record.
  - K. Work with the department billing and coding staff to complete the required pre-certifications and referrals.
  - L. Reports actual or potential risk management situations utilizing the practice notification system.
  - M. Other duties as assigned.

- II. EDUCATION:** 5%
- A. Assist in teaching Nurse Practitioner students, Physician Assistant students, Medical Students and Residents general Obstetrics and Gynecology practices and procedures as assigned by the Clerkship Director and Residency Director.
  - B. Provide general obstetrics and gynecology education to patients and families.
  - C. Works with the Administrative Nurse and Clinic Charge Nurses to provide continuing education and mentoring of clinical staff, nursing and medical assistant students.
  - D. Attend pertinent CME courses both within the School of Medicine and externally.

- III. RESEARCH:** 5%
- A. Assist the Obstetrics and Gynecology faculty in research projects as requested.

**AUTHORITY AND RESPONSIBILITY:**

The employee with appropriate qualifications and training will require limited direct supervision. Performance will be reviewed on an annual basis by the Generalist Division Physician collaborator and/or the Chief of the Division of General Obstetrics and Gynecology. Conferences and consultation with the physician collaborator, regarding patient plans of care, will occur as required by the SIU School of Medicine and SIU Physicians and Surgeons Billing Compliance policy.

**MINIMUM QUALIFICATIONS:**

- 1. Graduation from an accredited Nurse Practitioner Program
- 2. Received passing score on national certifying exam
- 3. Ability to be licensed in the State of Illinois as a Nurse Practitioner

**KNOWLEDGE, SKILLS AND ABILITIES**

- 1. Strong organizational skills with the ability to independently prioritize multiple tasks
- 2. Possess mature medical judgment and ability to maintain medical confidentiality
- 3. Display professionalism in personal attitude, interest, and job performance at all times
- 4. Excellent communication and interpersonal skills to discuss items related to health status, medical guidance and clarification of therapy plan, research protocols, and other concerns related to ensuring quality medical care with patients, family members, physicians, residents, students, hospitals and other medical institutions as necessary
- 5. Sensitive to the needs of the underrepresented minority populations

**DESIRABLE QUALIFICATIONS:**

Prior experience in the ambulatory care of gynecology patients is highly preferable. Experience in the management of gynecologic patients is desired. Skilled in human relationships as well as strong communication skills, both oral and written

**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.

\_\_\_\_\_  
 Advanced Practice Provider  
 Division of General Obstetrics and Gynecology  
 Department of Obstetrics and Gynecology

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Erica Nelson, M.D.  
 Associate Professor of Clinical Obstetrics and Gynecology  
 Chief of Division of General Obstetrics and Gynecology

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Christine Madonia, BSN, RN  
 Interim Assistant to the Chair and Department Administrator  
 Department of Obstetrics and Gynecology

\_\_\_\_\_  
 Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Advance Practice Provider**

Position No. (If applicable): \_\_\_\_\_ Department: **Obstetrics and Gynecology Clinic-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> <b>Office</b>	<input type="checkbox"/> <b>Hospital</b>
<input checked="" type="checkbox"/> <b>Clinic</b>	<input type="checkbox"/> <b>Warehouse</b>
<input type="checkbox"/> <b>Research Laboratory</b>	<input type="checkbox"/> <b>Outdoors</b>
<input type="checkbox"/> <b>Other (Be Specific):</b> _____	

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>40 - 60 lbs.</b>	<b>20 - 40 lbs.</b>	<b>5 - 10 lbs.</b>		<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>40 - 60 lbs.</b>	<b>20 - 40 lbs.</b>	<b>5 - 10 lbs.</b>		<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>40 - 60 lbs.</b>	<b>20 - 40 lbs.</b>	<b>5 - 10 lbs.</b>		<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.

**Erica Nelson, MD**

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date