

Position Description

For the period October 17, 2022 through December 31, 2023

Name: _____ **FLSA Status:** Exempt
Title: Certified Nurse Practitioner or Physician Assistant-Certified
Department: Surgery/Orthopedics

General Duties:

The Advanced Practice Provider is a member of a multidisciplinary team responsible for the evaluation and treatment of orthopedic patients. Utilizing advanced knowledge and clinical expertise, the NP/PA acts as a clinician, coordinator, consultant, educator, leader and researcher.

Organizational Relationship:

This position reports directly to the surgeons of Orthopedics, who reports the chief of Orthopedics, who in turn reports to the Chair of the Department of Surgery.

Characteristic 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 Duties** **75%**
- The NP/PA will see new patients referred to the Orthopedic Service.
 - Coordinates delivery of care for patients seen in the Orthopedic Clinic with physicians and other health care providers.
 - Performs initial evaluations, assesses, utilizing physical assessment skills, and documents the needs of patients and family members.
 - Participates in, plans, develops, organizes and evaluates the programs in Orthopedics for continuity of care.
 - Develops implements and reviews medical and nursing protocols relating to orthopedic patients from referring institutions.
 - Participates in the interpretation of assessment data in order to determine actual or potential problems.
 - Assists in the formulation of plan of care with physicians and other health care professional. Plans, implements and evaluates nursing interventions based on assessed needs.
 - Orders appropriate therapy, recommends pain treatment, and refers patients who are surgical candidates to the appropriate surgeon.

- Facilitates continuity of care through the referral of patients and contacts the referring physicians with both phone contact and follow-up letters.
- May round on hospitalized patients in order to assure the transition of patients between hospital, home and outpatient care.
- Responds appropriately in emergency situations.
- Reports actual or potential risk management situations utilizing the practice notification system.
- At the direction/discretion of the orthopedic surgeon, may serve as 1st or 2nd Assist (resident and fellow to be assigned to the other surgeon when PA is 1st Assist).

II. Teaching 10%

- Teaches patients and family members on necessary post-op care and non-surgical condition management.
- Develops, reviews, and evaluates a wide range of patient educational material related to the practice of orthopedic medicine.
- Provides and participates in professional educational activities related to orthopedic patients.

III. Research 5%

- Applies a scientific process to advance the service provided to patients.
- Participates with the physicians and divisional researchers in the enrollment and maintenance of patients on designated research protocols related to health and prevention.
- Through appropriate committees, initiates and participates in nursing and interdisciplinary research.
- Participates in the publication of approved research findings.

IV. Administration 10%

- Initiates and participates in the development of standards and policies regarding patient care through participation on appropriate committees.
- Demonstrates responsibility and accountability for own professional status.
- Promotes positive interpersonal relationships and demonstrates effective communication methods.
- Attends Faculty and Divisional meetings.
- Supports and participates in divisional activities as part of the Orthopedic Team.

Authority and Responsibility

This position can make recommendations to the Division Chair on matters of efficiency, patient flow, etc.

The purpose is to provide daily assistance to the division of orthopedics

Under the direction of the surgeon, the Physicians' Assistant is considered a provider of care and can act independently regarding patient care under the limits of their license.

Minimum Qualifications:

1. Graduate of an accredited Physician Assistant program or Nurse Practitioner program; and
2. Received a passing score on the national certifying exam; and
3. Licensure as a Certified Nurse Practitioner or Physician Assistant in the State of Illinois or (eligible for licensure);
4. Sensitive to the needs of underrepresented minority populations

Desired Qualifications:

Orthopedic experience desired

Knowledge required for the job

- Knowledge and experience working with orthopedic patients is highly desirable.
- Requires the knowledge to serve as a resource to patients and/or families and all levels of health care professionals.
- Requires a high level of motivation and the ability to function independently.
- Requires the knowledge and ability to function independently in the orthopedic clinic.
- Requires knowledge of computer applications and data entry.
- Requires knowledge of anatomy, physiology and pathophysiology.
- Requires above average verbal skills to be able to understand verbal and written instructions, prepare reports, and interpret research papers and other scientific writing tasks.
- Requires interpersonal skills to interact with patients and personnel, exhibiting warm friendliness, tact and understanding at all times.

Difficulty

A. Complexity

- The PA/NP must be able to assist in simple as well as complex procedures.
- He/she should be able to use standard surgical equipment.
- He/she should be able to perform the previously mentioned duties by previous experience or after adequate teaching by the supervising physician.

B. Scope and Effect

- The purpose is to provide daily assistance to Orthopedic Service.
- The Physicians' Assistant/NP is expected to perform procedures and bill accordingly. Under the direction of the surgeon, the Physicians' Assistant is considered a Provider of care.

Personal contacts

This individual has contacts with the clinical operations director, other Orthopedic Clinic nursing personnel, and the Division of Orthopedics Medical staff, hospital staff and outside facilities. Close working relationships must also be maintained with other university personnel and personnel of various hospital departments utilized by the Department of Surgery and the Orthopedics Division.

Office Citizenship Responsibilities

- Maintains appropriate, professional conduct and appearance at all times; follows office dress code consistently.
- Completes work in established time frame; seeks appropriate tasks when primary tasks are completed or pace is slow.
- Demonstrates willingness to perform other duties to assist the team effort for the benefit of the patients, physicians and fellow employees.
- Demonstrates adaptability to expanded roles of the organization and changing environment.
- Consistently arrives at work on time and completes all tasks.
- When not in the office arranges for coverage, or requests assistance to ensure assigned work is completed.
- Maintains business area in a professional, neat manner.

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

See attached Physical and Environmental Requirements form

Date
Division of Orthopedics & Rehabilitation
Department of Surgery

Michael Neumeister, MD Date
Professor of Clinical Surgery and Chair
Division of Orthopedics & Rehabilitation
Department of Surgery

Michael Neumeister, MD Date
Professor and Chairman
Department of Surgery

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: NP/PA
 Position No. (if applicable): _____ Department: Surgery Clinic-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input checked="" 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 checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 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 type="radio"/>	<input checked="" 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		40 - 60 lbs.			<input type="radio"/>
Carrying		20 - 40 lbs.			<input type="radio"/>
Lifting		20 - 40 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.

 Supervisor Signature Date Supervisor Name Employee Signature Date