

POSITION DESCRIPTION

INCUMBENT:
CLASSIFICATION: Clinic Nurse (Phone Nurse)
DEPARTMENT: Obstetrics and Gynecology
ANNIVERSARY DATE:

FUNCTION:

This individual will provide efficient and effective nursing phone support to the practicing physicians, residents and dietitian 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.

RESPONSIBILITY:

This individual is responsible to the Charge Nurse in all aspects of the position. The Charge Nurse reports to the Nurse Administrator, who reports to the Assistant to the Chair 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.

- I. Clinical Support 90%
Provide quality medical care by:
 - A. Provides proper phone triage and information to patients.
 - B. Exercising sound nursing judgment in counseling Ob/Gyn 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.
 - C. Determining medical emergencies via clinical data from patient telephone conversations, discussing such with physician or requesting immediate patient appointment for treatment.

- II. Clinical Support Activities 10%
 - A. Serve as a clinical resource to secretarial and clerical personnel.
 - B. Participate in the in-service training of new and existing personnel.
 - C. Assist the Charge Nurse in the development of policies and procedures for use in the phone triage unit.

KNOWLEDGE REQUIRED FOR THE JOB:

- 1. Strong communication skills, both oral and written.

RESPONSIBILITY:

- A. 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 by the nursing supervisor. The employee may receive written or oral directives from the Charge Nurse.

B. Guidelines

This position functions under the policies and procedures established by SIU Physician's & Surgeon's, 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:

A. Complexity

With the volume of clinical activity, 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.

B. 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.

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.

WORK ENVIRONMENT:

Environmental factors include contact with various disease processes, pharmaceuticals, injectable and medical equipment.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Clinic Nurse
 Position No. (if applicable): SMS.CS.N10497.000 Department: Obstetrics and Gynecology Clinic-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input 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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	Less than 5 lbs.				<input type="radio"/>
Carrying	Less than 5 lbs.				<input type="radio"/>
Lifting	5 - 10 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 _____ I have read, understand and am capable of meeting the physical and requirements of this position to the best of my knowledge and belief. _____ environmental demands of this position.