

POSITION DESCRIPTION

INCUMBENT: _____ CSN: _____

PRESENT CLASSIFICATION Clinic Nurse DATE: 7/28/11

DEPARTMENT/DIVISION Surgery / Plastic Surgery

Function

The nurse functions as a primary nurse of the assigned Division within the Department of Surgery. Primary responsibility of the position is to ensure that safe, quality, efficient health care delivery is provided to patients. This nurse will serve as a patient service coordinator within the Division and provide direct nursing services for physicians to which he/she is assigned.

Organizational Relationships

The nurse reports directly to the Charge Nurse who reports to the Nurse Administrator, who reports to the Assistant to the Chairman. Annual written evaluation will be held with the employee and charge nurse to discuss job performance within the past year of employment.

This position is assigned to a primary division within the Department of Surgery and also receives direction from the Divisional Faculty, Advanced Practice Nurse (APN), Physician Assistant (PA), or Charge Nurse.

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 position if work is similar, related, or a logical extension of position responsibilities.

I. Nursing Duties

Time Commitment-80%

- 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 procedures 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. Performs nursing duties in other Divisions temporarily as assigned by the Charge Nurse.
- P. Serves as a resource to departmental staff.

II. Education

10%

- A. Provides patient teaching 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 regarding assigned Division and SIU Department of Surgery as a whole.
- E. Completes annual training and competencies.

III. Administrative Duties

5%

- A. Completes charge tickets for nursing services provided in the clinic.
- B. Assures that tests and surgeries are precertified according to insurance requirements if necessary.
- C. Participates in development of policies, procedures, and systems to support patient safety and quality care.
- D. Maintains or delegates inventory of adequate supplies necessary for daily surgery clinic activities and makes recommendations to the Charge Nurse for equipment, commodities, and non-routine supplies.
- E. Attends and participates in departmental/divisional staff meetings.
- F. Performs other duties as assigned.

IV. Research Duties

5%

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

Skills and Abilities Needed for the Position:

1. Experience in the clinical area or willingness to obtain necessary specific skills related to clinical practice
2. Ability to function independently with good decision making skills.
3. Demonstrates organizational skills and interpersonal skills.
4. Current CPR certification
5. Excellent oral and written communication skills and be willing to follow oral & written instructions
6. Demonstrates excellent customer service skills
7. Ability to maintain good attendance
8. Willingness to work extra hours when required by physician or clinic schedule
9. Demonstrates ability to set priorities, make decisions, and handle multiple tasks at one time
10. Demonstrates initiative to carry out projects without direct supervision
11. Demonstrates ability & flexibility to function as a team member in a team environment.
12. Willingness to understand specialty areas within the Division
13. 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.
14. Knowledge of Universal Precautions

Guidelines: The Registered Nurse will follow the guidelines established through the SIU Physicians & Surgeons 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 CLIA requirements for laboratory testing.

Difficulty

- A. **Complexity:** The nurse must be able to assist in clinical procedures as outlined by the supervisor. The person should be able to use standard clinic equipment and personal computers.
- B. **Scope and Effect:** This person is to provide daily assistance and nursing support to the assigned Division within the Department of Surgery.

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.