

POSITION DESCRIPTION

INCUMBENT _____ CSN _____

PRESENT CLASSIFICATION _____ LPN I _____ DATE _____

DEPARTMENT/DIVISION _____ Internal Medicine _____

Function

The incumbent in this position will furnish part-time nursing duties in the Department of Internal Medicine, Division of Infectious Diseases. This Licensed Practical Nurse will assist the Internal Medicine physicians in patient care activities in the Clinic and will perform direct patient care requiring elementary nursing principles. This position is an entry level, training position.

Organizational Relationship

The incumbent in this position reports to the Health Care Administrator II who reports to the Health Care Administrator III, Director of Clinical Operations for the Department of Internal Medicine Clinic. The position will be controlled by University procedures, but general directives, and by policies of the Department of Internal Medicine and SIU School of Medicine.

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. Clinic Duties 70%

Assist the physician with patient care, (i.e., prepares equipment for diagnosis and treatment, calls patients from the waiting room, obtains vital signs and basic care data and prepares the patient for the physician's examination or other clinical procedures).

Provides and coordinates patient education and information, (i.e., explains exam procedures to be performed by the physician and answers questions for patients and their families under physician's direction).

Rotates to assist other physicians as the need arises.

Evaluates medical records for completeness prior to patient visits and obtains missing information.

Reports to and assists RN in care acute and or episodic minor illness of Clinical Service patients.

Schedules appointments for future patient visits, appointments with other physicians and ancillary services and procedures, instructs patients accordingly.

Monitors patient telephone calls and answers applicable questions, determines problems; or redirects call to proper person.

Under direction of physician, orders medication refills. Documents action in patient's medical record.

Performs laboratory procedures such as urinalysis, throat culture, or venous puncture.

Administers medications under direction of a physician or RN.

Performs EKG's and maintains necessary supplies.

Completes managed care referrals.

Assists with other procedures as needed.

II. Administrative Duties: 30%

Maintains clean well-equipped exam rooms. Keeps track of and orders supplies.

Attends in-service classes and meetings as directed and as deemed necessary. Suggests ideas for in-service training and improving patient education.

Copies and transmits GIM patient records to other physicians, hospitals, etc.

Knowledge required for the Job

Good communication skills.

Knowledge of clinic policy and procedures.

Responsibility

A. Supervisory Controls – Supervisory controls are established by the Infectious Diseases physicians and/or Health Care Administrator III, Director of Clinical Operations for the Department of Internal Medicine.

B. Guidelines – This person will have access to a procedural manual of clinic procedures and a policy manual and will be given orientation to different specialty procedures per other nursing staff in those specialties.

Difficulty

A. Complexity – This practical nurse must adapt to various practice styles of faculty.

This nurse is called upon for a variety of skills which are characterized by sudden change or short notice in order to complete assigned tasks. This nurse must work in an environment amid constant interruptions.

He/she must possess skills that will enable them to stop a task to complete another task and then return to the first task and complete it.

This nurse must be able to cover more than one doctor at a time when necessary.

- B. Scope and Effect – This nurse is expected to maintain a suitable environment for patients. His/her performance affects patients, faculty and other clinical staff.

Personal Relationships

Personal contact with Faculty and staff of clinical departments, community physicians and staff, resident physicians, medical students, patients, local pharmacists, Memorial Medical Center Laboratory, MMC X-ray, pharmaceutical salesmen, personnel of MMC and St. John's Hospital, United Imaging, and MRS Center.

Possible Hazards

Contact with steam sterilizers.
Contact with infectious patients.

Physical and Environmental Requirements

See attached form outlining the physical and environmental requirements of the position.

Work Schedule:

Comments

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: LPN I

Position No. (if applicable): _____ Department: Internal Medicine Clinic-SMS

WORK ENVIRONMENT: (Check all applicable environments)

| | |
|---|------------------------------------|
| <input 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 <small>(Performed rarely less than 2% of the time)</small> | Occasionally <small>(Performed less than 25% of the time)</small> | Frequently <small>(Performed 26% to 50% of the time)</small> | Constantly <small>(Performed 51% or most of the time)</small> | N/A |
|-------------------|--|--|---|--|-----|
|-------------------|--|--|---|--|-----|

(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 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 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 type="radio"/> | <input checked="" 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 checked="" 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 checked="" type="radio"/> | <input 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 type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pushing or pulling | | 40 - 60 lbs. | | | <input type="radio"/> |
| Carrying | | 40 - 60 lbs. | | | <input type="radio"/> |
| Lifting | | 40 - 60 lbs. | | | <input type="radio"/> |
| Other (Please list): _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |