

## POSITION DESCRIPTION

NAME:

Position ID#: SMS.CS.N9079.000

TITLE: LPN II

DEPARTMENT: Neurology

### FUNCTION:

The incumbent in this position will furnish full-time nursing duties in the Department of Neurology Clinic. This Licensed Practical Nurse will assist the physicians in patient care activities in the clinics and will perform direct patient care requiring elementary nursing principles. This nurse may also assist in other areas as needed.

### ORGANIZATIONAL RELATIONSHIPS:

The incumbent will report to the Charge Nurse in the Department of Neurology who reports to the Assistant to the Chairman of Neurology.

### 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., prepared 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.

Assists with procedures such as Botox injections, tesselon test, and lumbar puncture. Draw blood through venous puncture.

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 regarding components of health care related to the disease 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 for 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.

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 patients medical record. Transcribes physician instruction sheets.

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

Set up admissions for plasmaforesis, video EEG monitoring, and other direct admissions.

Call insurance companies to obtain pre-certification for procedures and admissions.

Administers medications IM, Dermal, Sub-Q or oral under direction of a physician or RN.

Performs EKG's and maintains necessary supplies.

Assists with patients needs on walk-in basis.

Advocate for patient drug assistance programs.

Assumes clinic unit responsibilities under indirect supervision.

Assists with other procedures as needed.

**II. Administrative Duties (30%)**

Assembles, cleans and sterilizes packs for special procedures. 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.

Performs other duties and responsibilities as directed.

**KNOWLEDGE REQUIRED FOR THE POSITION**

Graduation from an approved school for practical nurses.

Possession of an Illinois license as a Licensed Practical Nurse by the Illinois Department of Registration and Education.

Good communication skills.

Knowledge of clinic policy and procedures.

Certification or willingness to become certified in administering IV's.

**RESPONSIBILITIES**

Supervisory controls are established by the Nurse Administrator, Department of Neurology.

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**

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

This nurse is called upon for a variety of skills 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.

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.

### **ENVIRONMENTAL DEMANDS**

Ability to lift a minimum of 50 lbs. in order to move equipment, supplies, and records, and to position or support patients for treatments or exams.

Manual dexterity.

Work until 5:00 pm as needed, or flexible schedule.

Long periods of standing.

Have a polite approach to patients regardless of circumstances.

Ability to work under pressure or stress and remain calm and poised.

Ability to work well with other medical personnel of varying titles and cooperate with all phases of the operation.

Willingness to float between areas if need arises.

Adapt to varying physicians routines to familiarize with all specialties.

### **POSSIBLE HAZARDS**

Contact with steam sterilizers. Contact with occasional infectious patients.

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: LPN II

Position No. (If applicable): SMS.CS.N10021.000 Department: Neurology 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
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*(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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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	5 - 10 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	5 - 10 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	5 - 10 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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