

INCUMBENT _____

CSN 9938.000

PRESENT CLASSIFICATION LPN II

DATE

DEPARTMENT/DIVISION Family & Community Medicine / Quincy

Function

This position provides direct nursing care and support to the patients of SIU Family and Community Medicine-Quincy. The majority of time is spent in the capacity of LPN II where patient care is given within the clinic. This position must work closely with faculty, residents, staff and patients to ensure an efficient operation.

Organizational Relationship

This person reports to the Nurse Administrator who reports to the Program Director of Family and Community Medicine-Quincy.

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.

A. Patient Care

80%

1. Prepares patient exam rooms and the patient by explaining the procedure and indications for the exam. Also offers the patient any brochures, diets or booklets pertaining to his/her particular health problems. Teaches patient components of health care related to his/her diagnosis.
2. Takes vitals and a brief history of the patient, recording in chart.
3. Assist doctors at time of exam and with follow-up procedures. Performs as a team leader for one faculty physician and up to four resident physicians.
4. Keeps records of narcotics used.
5. Assist with preparation of medications and treatment as directed by physician.
6. Assist doctors with telephone messages.
7. Follows-up on doctor's orders by transcribing these on charts and notifying the pharmacy when appropriate.
8. Performs various screening test including; audiograms and visual testing using Titmus or Snellen vision checks. Calls other facilities to set up appointments for x-rays or referral to another physicians. Completes appropriate insurance referral forms for patient to take to specialist.
9. Assists with surgical procedures such as sigmoidoscopies, colposcopies and casting under indirect supervision of the Nurse Administrator. Assumes charge responsibility for a clinical unit when necessary.
10. Assist in the operation of respiratory equipment when necessary and explains operation to patient, i.e. nebulizer and pulmonary function test.
11. Records prescription refills and other pertinent medical information in patients' charts per phone conversations or through personal contacts.
12. Takes walk-in blood pressures and records in charts.
13. Sterilizes instruments.
14. Performs EKG's, pulmonary functions test, Spirometry, pulse oxymetry, nebulizer treatments, ear irrigations, obstetric non-stress test and external fetal monitoring.
15. Constant updating on computer information availability, including the electronic health record system, insurance information and patient education.
16. Team nurses do periodic resident evaluations.

B. Supply Stock & Inventory

10%

1. Restock exam rooms and nurses station on a regular basis.
2. Notes medical supplies needed and initiates order through supply nurse.

C. Miscellaneous

10%

1. Cleans exam rooms and cabinets as needed.
2. Assist with the filing of lab diagnostic studies and hospital reports in medical charts. Performs minor lab tests possibly including venipuncture, dip UA, HCT, pregnancy test and strep screens.
3. Performs other miscellaneous duties as directed.

Knowledge required for the Job

1. Understanding of outpatient physician office procedures and patient flow.
2. Preference given to experience gained in a primary care environment.
3. Able to work professionally and adeptly under pressure.

Responsibility

A. Supervisory Controls

The supervisor, as needed, assigns duties. The employee establishes the procedures with the assistance and approval of the supervisor. The employee will then be expected to work independently, except for occasional consultation with the supervisor.

B. Guidelines

The Nurse Administrator is responsible for seeing that the policies and guidelines are followed through, and is guided by University and Department policies and procedures.

Difficulty

- A. Complexity – Must adapt to changes in physician needs and requirements. Must use sound judgment and be attentive to detail and document thoroughly.
- B. Scope and Effect – The employee in this position directly affects patient satisfaction and health outcomes.

Personal Contacts

The employee will have frequent contact with all faculty, residents and staff, as well as patients, pharmacies, outside physician offices, labs and other health care organizations and agencies.

Working Conditions

Must be able to work under stress and adapt to changing conditions and priorities. No risks or discomforts are anticipated in this position. Will be required to occasionally provide direct patient care including safe handling of body fluids. See attached Physical and Environmental Requirements form.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: LPN II

Position No. (if applicable): N 9938.000 Department: Family and Community Medicine/Quincy-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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" 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	40 - 60 lbs.	20 - 40 lbs.	5 - 10 lbs.	Less than 5 lbs.	<input type="radio"/>
Carrying	40 - 60 lbs.	20 - 40 lbs.	5 - 10 lbs.	Less than 5 lbs.	<input type="radio"/>
Lifting	40 - 60 lbs.	20 - 40 lbs.	5 - 10 lbs.	Less than 5 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.