

POSITION DESCRIPTION

INCUMBENT: _____ **CSN:** _____
PRESENT CLASSIFICATION: Nurse Administrator **Hire**
DEPARTMENT/DIVISION: Family & Community Medicine - Decatur **DATE:** _____

POSITION FUNCTION:

This position is responsible for efficient and effective management and operations of the clinical area at SIU Family Physicians. This position must utilize independent judgment and problem solving skills as well as nursing skills to maintain excellent patient care and resolve clinic operational issues. This position has direct supervision of all nursing personnel and medical assistants. This position performs nursing duties in the SIU School of Medicine, Department of Family & Community Medicine - Decatur.

ORGANIZATIONAL RELATIONSHIP:

This person reports to the Family Medicine Administrator-Decatur who reports to the Program Director, SIU Decatur Family Medicine Residency Program.

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.

Clinical Services 70%

A. Clinic Services duties 65%

1. Prepares, clarifies, and performs necessary functions for patient exam and other functions as directed by the physician. Prepare patients for visits and documents vital signs & chief complaint utilizing the Electronic Medical Record. Provides input into use and improvement of the Centricity EMR.
2. Oversees the performance of running controls, maintaining logs for lab equipment and sterilization equipment used in the clinic.
3. Administers medication by all routes and does medication refills per SIU - School of Medicine policy.
4. Organizes and assists in training and orientation of LPNs and Medical Assistants.
5. Schedules appointments for future patient visits, appointments with other physicians and ancillary services. Does referrals, pre-authorizations, and pre-certifications.
6. Utilizes experience and judgment performing clinical duties requiring varying nursing expertise to ensure proper daily operation of the SIU Clinic as required or directed by faculty physician.

B. Provides and documents care within the standards of practice, policies and procedures. 5%

1. Administers and records immunizations, allergy shots and other potential injections; performs related duties.
2. Provides and documents care within the standards of practice, policies and procedures.
3. Performs or assists in specimen collection of waived lab tests; performs related follow-up.
4. Performs various screening tests; sets up equipment and assists with various procedures; assists in emergency situations with appropriate emergency supplies and procedures.
5. Manages acute and/or episodic minor illnesses of patients by following doctor's orders and documents treatment.
6. Knowledgeable and thorough in care of equipment.
7. Demonstrates enhanced skills and knowledge of patient's needs and ability to provide care.
8. Utilizes critical thinking skills in implementing orders and providing good care.

Administrative Services 30%

A. Supervises the clinical nursing practice and patient care delivery services and functions of the department; hires, schedules, orients, trains, evaluates and disciplines staff. 20%

1. Appropriately sets priorities for team members with clearly defined assignments and expectations.
2. Supervises staff of the Patient Service Center who handle services to patients not in the building including answering of phone calls, scheduling of patient appointments, lab result calls as requested by the physicians, and key in of information into the Centricity system. Also supervises floor nursing staffing consisting of the LPN's & MA's. Provides supervisory support and problem mitigation as required to ensure smooth daily operation of clinic by maintaining a high level of medical knowledge and personal communication skills sufficient to provide immediate oral and written instruction and supervisory facilitation. Exhibits excellent leadership and communication skills and knowledge of daily operation. Recruits, hires, disciplines, evaluates, counsels and educates unit staff. Assures effective and appropriate use of all available resources to assure quality patient care.
3. Orders medical and pharmaceutical supplies for clinic use. Accountable of all vaccine for children program requirements and orders.
4. Provides resolution to problems regarding daily operational requirements of the SIU clinic, equipment problems, patient concerns and appointments, triage, walk-ins and Patient Service Center concerns. Resolves issues related to patient care and scheduling of staff as well.
5. Ensuring that SIU - School of Medicine and departmental policies and procedures are properly followed. Assists in the developing and managing of departmental policies and procedure manuals. Knows and implements personnel policies appropriately.
6. Active participant in Quality Improvement clinical projects and process improvement planning and implementation. Contributes to the development & implementation of QA programs for nursing and Patient service center staff. Attends meetings for supervisors, DARNA, CIT, WOW assistant model and others as appropriate. Coordinates staff meetings and assists in orientation, evaluation and training of resident physicians.
7. Ensures a safe environment for patients. Maintains a safe and caring environment for patients that are conducive to positive health teaching and health maintenance.

B. Ensures compliance with regulatory and professional standards. 10%

1. Is responsible for department's compliance and staff education regarding regulations and departmental policies and procedures on an ongoing basis.
2. Oversees logs and records in the laboratory area to comply with CLIA rules and regulations; trains nursing personnel in laboratory techniques.
3. Coordinates adherence to OSHA policies.
4. Interacts with Departmental of Public Health, nursing homes, hospitals, and others for services for patients.
5. Suggests and implements ideas for greater efficiency, revises policies as needed, and utilizes organizational resources to assist staff or meet regulatory compliance.

Skills and Abilities Needed for the Position

1. Excellent internal and external customer service skills.
2. Consistently acts in a professional manner with staff, patients, families, physicians and others.
3. Good communication skills, both written and verbal and the ability to teach and evaluate.
4. Ability to work well with others as a member of multiple disciplinary team.
5. Able to deal appropriately with problems and proceed with employee disciplinary processes/ documentation as needed.
6. Must exemplify proficient supervisory leadership qualities and problem solving skills.
7. Exemplifies respect to everyone.
8. Must possess a thorough working knowledge of the ambulatory care patient process.

Responsibility

- A. Supervisory Controls – This position requires independent decision-making with direction available, as needed. Nurse uses independent judgment and discretion according to patient needs and staffing to facilitate smooth clinical operations.
- B. Guidelines - The incumbent has access to and an understanding of policies and procedures for SIU School of Medicine and the Department of Family & Community Medicine in Decatur. Performance appraisals are completed according to school/department policy.

Difficulty

- A. Complexity - The nurse must adapt to various practices styles of physicians and Residents and must be able to multi-task and work in a fast pace setting. The nurse must possess a variety of skills and knowledge and have the ability to work well with all others in this organization. The nurse must possess excellent leadership and supervisory skills, and instill cooperation and teamwork with staff and physicians.
- B. Scope and Effect - The nurse is expected to maintain a professional patient care and teaching environment.

Personal Contacts

The incumbent has personal contact with faculty, residents and staff of Family & Community Medicine and other clinical departments in the SIU School of Medicine, medical students, patients, pharmacists, hospital organizations and other health care facilities and personnel.

Working Conditions

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

Work Schedule

The incumbent will work flexible hours putting in at least 7.5 hour days. Flex hours will be between 7:30 am to 6:00 pm. The schedule may be rotating and be based on staffing needs. In this position the nurse must be able to work flexible hours as needed. This is an exempt position.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Nurse Administrator**

Position No. (If applicable): _____ Department: **Family and Community Medicine/Decatur Clinic-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input checked="" 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 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 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		Over 60 lbs.			<input type="radio"/>
Carrying		5 - 10 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 checked="" 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.