

POSITION DESCRIPTION

INCUMBENT: _____ CSN _____

PRESENT CLASSIFICATION: Clinic Nurse DATE _____

DEPARTMENT/DIVISION: Internal Medicine/General Internal Medicine

Function:

The incumbent in this position provides nursing duties in the SIU School of Medicine, Department of Medicine's Ambulatory Clinic.

Organizational Relationship

The incumbent in this position reports to the Charge Nurse and/or Health Care Administrator II who reports to the Health Care Administrator III, Director of Clinical Operations for the Department of Medicine. 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.

Clinical Services 75%

1. Prepares patients for physician's examination; i.e. vital signs, collection of specimens, and other functions as directed by the physician.
2. Performs venipunctures and obtains other specimens for laboratory studies or directs patients to laboratory.
3. Performs necessary tests as directed and maintains necessary supplies.
4. Performs controls and maintains logs of results for lab tests performed in clinic.
5. Administers medication by all routes.
6. Administers pulmonary tests by giving appropriate medication. Works closely with laboratory personnel in accurately completing tests.
7. Performs patient teaching and maintains supply of teaching materials.

Administrative Services

25%

1. Determines and orders medications and supplies for pulmonary test and possible emergencies.
2. Schedules appointments for future patient visits, appointments with other physicians and ancillary services.
3. Monitors phone calls and responds to patient calls as directed.
4. Checks patient charts before appointments and obtains missing information.
5. Stocks exam rooms.

Knowledge required for the Job

1. Good communication skills.
2. Ability to perform under stress and to prioritize work.
3. Ability to work well with others and to work as a member of a team.
4. Ability to work without direct supervision.
5. Ability to maintain professional continuing education and competency.

Responsibility

- A. Supervisory Controls – Supervisory controls occur both written and orally from the Charge Nurse and/or Health Care Administrator II, as required, from the Health Care Administrator III, Director of Clinical Operations, Department of Medicine. The nurse uses independent judgment and discretion to operate her clinics according to individual physician preference and patient needs.
- B. Guidelines – The incumbent has access to and understanding of the procedure manual and policy manual for the SIU School of Medicine. Performance appraisals are completed periodically according to school/department policy.

Difficulty

- A. Complexity – The nurse must adapt to various practice styles of physicians in the Department of Medicine Clinic and must be able to cover more than one physician at a time when necessary. The nurse must possess a variety of skills which she must provide calmly in an environment of constant interruptions and pressure.
- B. Scope and Effect – This nurse is expected to maintain a suitable environment for ambulatory patients. His/her performance affects patients, physicians, and other clinical staff.

Personal Relationships

The incumbent has personal contact with the faculty and staff of the Medicine and other clinical departments, residents, medical students, patients, pharmacists, St. John's Hospital and Memorial Medical Center Departments, Pavilion Laboratory and other personnel.

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: **Clinic Nurse**
 Position No. (If applicable): **SMS.CS.N9843.001** 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 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 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 type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Kneeling | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Pushing or pulling | | 40 - 60 lbs. | | | <input type="radio"/> |
| Carrying | | 20 - 40 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"/> |

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