

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612

COOK COUNTY HEALTH  
& HOSPITALS SYSTEM  
**CCHHS**

Job Code: 3990  
Grade: FF  
FLSA: Exempt

Standard Job Description

Job Title  
APN-Nurse Practitioner

Department  
Rheumatology

Job Summary

The Advance Nurse Practitioner (APN) functions to enhance patient care in the division. This includes organizing and supervising the outpatient rheumatology clinics, keeping files on the patients, participating in all divisional activities such as education, rounds, laboratories, procedures, referrals, phone triage, and scheduling. The APN should be familiar with the management of rheumatology diseases. The APN should also be able to coordinate other ancillary services such as social services and home care services.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Assists in outpatient clinics to improve scheduling and retrieval of patient test results.
- Performs patient rheumatology history, physicals and follow-up visits.
- Coordinates ancillary services outside of immediate clinic area. These would include social services, home care services, occupational and physical therapy, orthopedic equipment, medical clinics, as well as services both inside and outside of John H. Stroger Jr Hospital.
- Maintains patient education materials in the clinic area.
- Develops patient education programs to be given on an individual and small group basis in the clinic.
- Instructs patients on use of appliances and physical therapy devices.
- Assesses home care needs.
- Coordinates collection of inpatient information and appointments for hospital discharges.
- Assists with inpatient rheumatology rounds.
- Assists in collection of specimens such as synovial fluid.
- Acts as a liaison for patients and families to arrange outpatient services and referrals.
- Assists in maintaining complete files on inpatient consults.
- Participates in collection of reference material for patient care, research, quality control, grand rounds, and case studies.
- Works with Rheumatology outpatient clinics and inpatient services.

Reporting Relationships

Reports to the Medical Division Chair X SC

Minimum Qualifications

- Master's Degree in nursing from an accredited college or university
- Valid license as an Advanced Practice Nurse-Nurse Practitioner in the State of Illinois
- Valid license as a Registered Professional Nurse in the State of Illinois
- Current Illinois licensure for Prescriptive Authority or eligible

**Preferred Qualifications**

- Bilingual English/Spanish

**Knowledge, Skills, Abilities and Other Characteristics**

- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Access)
- Strong interpersonal, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service and empathy skills
- Interacts effectively with others in difficult situations
- Ability to effectively communicate in a verbal and written manner
- Ability to work independently and exercise good judgment
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate communication skills to lead and teach
- Demonstrate attention to detail, accuracy, and precision
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict resolution skills

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:

*Augustine M. Manadan*

Augustine M. Manadan  
Medical Division Chair X SC

*1/27/17*  
Date

Approval:

Gladys Lopez  
Chief of Human Resources

Date