



JOB DESCRIPTION FOR CLINICAL POSITION **FUNCTIONAL MEDICINE REGISTERED NURSE**

Non-Exempt – Hourly
36 Hours per week
\$38 - \$41 per hour

JOB SUMMARY:

Promotes optimal wellness utilizing the Functional Medicine Matrix and nursing principles while establishing a trusting relationship with patients and their caregivers. Coordinates care between patients and UWC clinical team (physician, physician assistant, nutritionist and other staff as needed) utilizing clear communications while addressing patients' clinical needs.

REPORTS TO: Clinical Services Manager

ESSENTIAL FUNCTIONS / POSITION RESPONSIBILITIES

- Review patient's medical history and treatment plans in preparation for in-house patient appointments
- Meet with patient to review lab testing ordered by provider– including specialty kit instructions, medications/prescriptions, completion of consent forms, identification of lab/ other testing resources in their home community, and other issues requiring action steps to ensure smooth coordination of care (including provision for international needs)
- Provides clarification and education regarding treatment plans; addresses treatment plan details and patient questions; organizes treatment plan in format that patient can better understand
- Researches and identifies needed resources in patient's community in accordance with treatment plan to ensure coordination of care, and assists with communications with these resources as appropriate
- Conducts specific patient assessments, such as cognitive assessments (MOCA), etc. as ordered.
- Assess patient's vital signs and other preliminary information.
- Administers IV therapies per UWC protocols, as prescribed by providers.
- Communicates new updates in treatment plan at provider request
- Ensures continuity of care through on-going navigational support, coaching and patient education, utilizing identified tools and educational handouts at strategic points to enhance patient knowledge and understanding of treatment process
- Manages complex medication refill needs, assisting patients with strategies/resources for obtaining necessary medications as warranted (including international patients)
- Assesses for response to medications/side-effects or problems with meds, provides education regarding medication administration, scheduling/organizing, medication-supplement interactions, changes in medications, communications regarding medication modifications, etc.
- Documents clinical information and communications accurately and in timely manner in electronic medical record reflecting services and care coordination provided, and plans for future steps needed
- Responds to portal messages, e-mails, voice mails, and other messages in a timely manner.
- Completes chart prep for provider in a timely manner.

- Assists with projects as directed by Nursing Clinical Lead
- Attends weekly Clinical Rounds and other UWC meetings as requested

BACK-UP RESPONSIBILITIES

- Medical record review
- Monitor RX line and process refill requests
- Prior authorizations
- Blood draws, processing, and kit preparation

UWC COMPLIANCE

- Complies with all OSHA regulations
- Complies with all HIPAA Privacy and Security Laws
- Adheres to all UWC clinical practices and protocols

REQUIRED EXPERIENCE AND SKILLS

- Capable of working independently and cohesively with a team
- Strong clinical skills: clinical judgment/decision making, assessment skills, ability to intervene within scope of practice and facilitate smooth patient care coordination
- Excellent verbal and written communications skills, including the skills necessary to deal tactfully and professionally with vendors, patients, employees, and senior management
- High level of computer proficiency, specifically with Electronic Medical Records, Outlook, Microsoft Word, and Excel.
- Organized and detail oriented
- Must be able to work on several tasks simultaneously and work within tight deadlines
- Able to maintain accurate, detailed reports and records
- Experience or knowledge of Functional Medicine, Integrative Medicine, or similar alternative/holistic therapies.
- Minimum of 1 year working as a registered nurse

TRAINING AND EDUCATIONAL REQUIREMENTS

- Current Registered Nurse license to practice in State of Massachusetts
- Current BLS Certification