Position Title: Registered Nurse/MAT

Statement of Duties
Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. The Registered Nurse/MAT is responsible for coordinating patient care with Duffy Health Center providers, as well as outside providers and organizations. Work includes assessing patients, assisting in the development of a care plan, providing treatment, and providing follow up. This position is deemed essential* in the DHC Emergency Operations Plan.

Position Functions
The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Provides ongoing assessment and evaluation of patients involved in the MAT treatment program.

2. Coordinates and ensures follow through of all appointments for patients including in-house medical treatment and behavioral health, as well as outside agencies.

3. Collaborates with team members on an ongoing basis to discuss and coordinate patient care and treatment.

4. Coordinates with pharmacies, outside agencies, probation officers, other medical providers to discuss patient care.

5. Participates in required quarterly Bureau of Substance Abuse (BSAS) training.

6. Records timely and maintains records of all patient encounters in electronic medical records system.

7. Provides timely reports to BSAS/BMC - weekly reports, quarterly reports, enrollment and disenrollment paperwork.

8. Reviews and evaluates urine drug screens daily.

9. Meets agency productivity standards.

10. Maintains current licensure and certifications required for the position; participates in continuing education in addiction related subjects.
Supervision
Work is performed under the general direction of the Medical Director. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee solves most problems of detail or unusual situations independently. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

The employee has access to confidential medical records and patient information.

Job Environment
The work requires examining, analyzing and evaluating patients and determining treatment plan to be recommended within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

Errors could result in delay or loss of service, or improper or compromised patient care.

The position has constant contact with patient, co-workers, and outside organizations, in person, via email and on the phone. The purpose for contact is to conduct examinations, collect data and information, advocate for patients, and give or receive information and assistance.

Recommended Minimum Qualifications

Physical and Mental Requirements
Employee works in a healthcare office and is required to walk, sit, talk/listen and use hands more than 2/3rd of the time; and stand and reach up to 1/3rd of the time. Employee occasionally lifts up to 10 lbs., and seldom lifts up to 30lbs. Normal vision is required for the position. Equipment operated includes office machines, and computers. Employee may be exposed to hostile individuals and/or situations, diseases, and biohazards.
**Requirements under the DHC Emergency Operations Plan**

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Essential and therefore this position may be expected to work onsite during a declared emergency.

**Education and Experience**

A candidate for this position must have an Associate’s Degree in Nursing (Bachelor’s Degree preferred), and have at least one (1) year of nursing experience especially in the treatment of substance abuse; or an equivalent combination of education and experience.

**Licenses and Certifications Required**

Must be a licensed Registered Nurse in the state of Massachusetts and successfully complete the credentialing process.

**Knowledge, Skills and Abilities**

A candidate for this position should have:

Knowledge of:

- Nursing practices and procedures
- Patient-centered medical home
- Trauma informed care
- Case management practices and procedures
- Issues related to homelessness including, mental illness, substance abuse, criminal history, and physical and sexual abuse
- Protocol for handling crisis situations
- HIPAA regulations.

Skill in:

- Nursing and patient care
- Effective written and verbal communication
- Conducting health screening and examinations; conducting interviews
- Use of computers and general computer programs
- Organization and attention to detail.

And ability to:

- Maintain confidentiality of information
- Accurately collect and record information; prepare reports and information
- Interact effectively and appropriately with at risk individuals and a diverse population
• Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, including homeless and drug addicted clients, and to the team-based approach as part of PCMH.

Essential*

*Employees designated as “essential,” a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential*

*Employees designated as “non-essential,” a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.