



Community Health Center

BUPRENORPHINE PROGRAM NURSE CARE MANAGER

JOB SUMMARY:

Under the direction of the Director of Substance Abuse Services and within the scope of licensing, training, credentialing, and privileging the Buprenorphine Program Nurse Care Manager Nurse provides intake and assessment, medication management, patient care coordination, service provider coordination, and patient outreach for re-engagement support for the Buprenorphine Program.

ESSENTIAL TASKS:

1. Conduct program intake and assessment activities. Screen and assess patients including obtaining patient demographic information and consents.
2. Medication Management: Manage patients under the guidance of the waived prescriber with close clinical follow-up and ongoing communication with the waived MD by telephone, EMR, and team meetings;
3. Patient Care Coordination: Coordinate ongoing follow-up care, close telephone monitoring, relapse prevention, and support for patient self-management;
4. Coordination with Service Providers.
5. Referral: Refer patients for more intensive substance use disorder treatment or other services, such as harm reduction services, as necessary;
6. Conduct outreach for patient re-engagement: Conduct re-engagement efforts when patients miss medical appointments and weekly counseling appointments with therapist without prior notice to the medical provider or program staff; re-engagement activities may be conducted via phone or in person visit to the patient's place of residence;
7. When needed, provide comprehensive nursing services including assessment, treatment, teaching, counseling, prevention services, and emergency care in critical conditions to program participants to promote health (see Registered Nurse job description).
8. Maintain patients' records in a systematic format in accordance with health center policies; participate with physicians in a periodic review of patients' health records to determine health status;
9. Serve as a consultant and collaborator to/with the Health Center team, patients and community professionals;
10. Participate in medical staff and other HCC meetings and committees;
11. Ensure that patients' records are kept confidential consistent with the Health Center policies and procedures and HIPAA standards;
12. Immediately report any discovered or suspected fraud, waste, or abuse of health center funds to Compliance Program staff or Program Director;
13. Report cases of suspected abuse or neglect of children and adults to the proper authorities in accordance with Center policy and state law;
14. Immediately report any discovered or suspected violations of HCC's protected health information privacy



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- or security policies and procedures to the Program Director or other staff;
15. Pursues a continuing program to maintain or enhance competency as a Nurse; maintain high levels of current knowledge about new developments in nursing; and
 16. Perform other tasks as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

1. Current New York State Registered Nurse license.
2. At least two years of experience working with people experiencing high poverty, chronic illness, substance abuse, and/or behavioral health issues.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of evidence-based and best practices in the outpatient treatment of opioid dependence;
2. Ability to work independently;
3. Ability to communicate effectively both verbally and in writing;
4. Ability to deal tactfully and patiently with patients;
5. Ability to establish and maintain records, reports and statistical data;
6. Ability to enter and retrieve data in a computer;
7. Ability to use initiative and judgment;
8. Ability to maintain effective working relationships with other related agencies; professionals and citizen groups; and
9. Skill in diagnostic procedures for diseases and the drug therapy needed for treatment of these medical conditions.

This position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the agency at the sole discretion of executive management.