

BRIGHAM AND WOMEN'S HOSPITAL

Job Title:	Acupuncturist (non- physician)	Date:	4/11/03
Job Code:		FLSA Status:	Non-exempt
Department/Unit/Section:	Integrative Care Center	Reviewed by:	
Reports to:	Medical Director	Date Description last revised:	4/11/03

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

Under the direction of the Medical Director of the Integrative Care Center according to established policies and procedures, will participate in the evaluation of patients in an integrative multi-disciplinary setting and perform acupuncture, [electroacupuncture and moxibustion](#) on appropriately screened patients. Responsible for the daily organization, planning, delivery, documentation of and submitting of charges for acupuncture care.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- Reviews chart for contraindications/precautions for treatment
- Carefully inspects the area to be treated, check for edema, blisters, [infection](#), and rash
- Prepares the patient for the procedure by informing patient of treatment and intended effect.
- Properly positions, drapes and treats patient.
- Observes/assesses patient for any unexpected and/or undesirable physical/emotional reactions and suspends treatment.
- Documents service provided, and completes charges as appropriate for services provided.
- Maintains a safe environment, equipment and supplies in a clean, operable and safe manner.
- [Disposes of all needles in appropriate sharps, biohazard receptacle according to hospital and DPH procedures.](#)
- Adheres to all hospital and departmental infection control procedures.
- Reports status of supplies/inventory to designated Integrated Care Center personnel.
- Establishes and maintains effective professional relationships with Integrated Care Center staff as well as all other multi-disciplinary team members.
- Provides care in a cost efficient manner.
- Adheres to all hospital and departmental policies regarding patient confidentiality.
- Follows screening procedures as established by departmental policies and procedures.
- Attends all required meetings and conferences as directed.
- Participation in Institute continuing education workshops or preparation of online materials, as needed.
- Participation in public meetings sponsored by the Osher Institute at the request of the Medical School or associated hospitals.
- Attendance at outside conferences sponsored by NIH or other academic partner schools as spokesperson for the ICC
- A minimum of [30](#) hours – [every two years](#) of continuing education.
- Performs other duties as assigned.

QUALIFICATIONS: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

[For non-physician acupuncturist:](#)

- Successful completion of examinations required by Massachusetts law, including the National Certification Committee for Acupuncture and Oriental Medicine (NCCAOM) written and oral examination (completion to be verified by the NCCAOM examination board), the Clean Needle Technique course, and a Massachusetts oral and/or practical examination as required by relevant board rules and practices.¹
- Valid, active Massachusetts State acupuncture license
- Evidence of at least [three] consecutive years of clinical experience since licensure [with an average of at least 500 patient visits per year].
- Three letters of recommendation from peer practitioners.
- Three letters of recommendation from physicians with whom the clinician has co-managed patients.

For Physicians:

- Completion of a 300 hour CME course in acupuncture approved by the American Academy of Medical Acupuncture (AAMA).
- Valid active Massachusetts State medical license

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- Must demonstrate effective problem solving skills and attention to detail.
- Must maintain a professional attitude under pressure.
- Excellent interpersonal skills are essential.
- May be required to stand immobile for long periods of time.
- May occasionally be exposed to communicable diseases.
- Needs general knowledge on the workings of a medical practice.
- Must understand insurance plans and know when/how to check eligibility, referrals and copayment collection.
- Must be able to read physician orders and transcribe into the BICS and RIMS systems.
- Prior computer experience (windows) is essential. Other systems used will be BICS, IDX, Radwise, and Mdeverywhere.

SCOPE OF ALLOWED CLINICAL CARE:

1. Styles Allowed with No Restrictions

- Traditional Chinese Medicine (including Richard Tan styles and other)
- Japanese Styles (Kiiko Matsumoto; Shudo/Fukushima; Manaka Irie; Shima and other)
- French energetic acupuncture (AAMA, Mark Seem)
- Trigger Point

2. Techniques and Modalities Allowed With No Restrictions

- Regular Body Needling
- Shallow Needling
- Use of Electrostimulation
- Obtaining de qi
- Plum Blossom Needling
- Heat Lamp
- Indirect and Direct Moxibustion
- Warming Needle

- Cupping
- Intra-dermal Needles
- Intra-dermal Press Tacks
- Ion Pumping Cords
- Magnets – monopolar or bipolar (used on acupuncture and “ashi” points)
- Pressballs

WORKING CONDITIONS: Describe the conditions in which the work is performed.

- Work requires frequently lifting and carrying patients/children/objects weighing up to 10 pounds.
- Work requires regularly stooping and bending.
- Work requires regularly reaching and grasping objects at, above and below shoulder level.
- Work requires regularly grasping and fine manipulation with hands.
- Work requires regularly proofreading and checking documents for accuracy.
- Work requires regularly inputting/retrieving words or data into or from an automated/computer system.

SUPERVISORY RESPONSIBILITY: List the number of FTEs supervised.

N/A

FISCAL RESPONSIBILITY: Indicate financial "scope" information, i.e.: size of budget, volume, revenue, etc.

N/A

APPROVAL:

(NAME)
Department Mgr. _____ Title: _____ Date: _____

(NAME)
Other, As Appropriate _____ Title: _____ Date: _____

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.