

Job Family Matrix

Job Function: Health Care		Job Family: Nursing – Professional	
Job Family Summary: Provide professional nursing services including assessment, planning, intervention, and evaluation based on appropriate level of training, education, and licensing, in collaboration with other healthcare professionals.			
Job Title: HLT Registered Staff Nurse III		Job Title: HLT Clinical Nurse IV	
Job Code: W0657P		Job Code: W0658P	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: December 2019		Effective/Revision Date: December 2019	
Job Summary		Job Summary	
Plan and provide professional nursing services and patient care for students, staff, and faculty. Ensure compliance with clinicians' orders and follow established nursing processes, including patient assessment, nursing diagnosis, planning, intervention and evaluation.		Work closely with other care providers in evaluating patient care needs, developing and implementing treatment plans through the selection of service options and evaluating plans through established outcome measures.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Responsible for the nursing plan of care of assigned panel of patients in collaboration with other team members assigned to the same panel of patients • Responsible for telephone triage and patient education • Review medical record for pertinent previous and current medical information • Interview patients for assessment of current problems, medications and allergies • Administer medications according to policy and procedure • Perform nursing procedures in accordance with the clinician's orders • Identify acute versus emergency situations and responds to emergencies according to policy • Document all care provided in a concise and complete manner • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Responsible for the evaluating the needs of patients • Participate in treatment plan development • Analyze treatment plan and results through established outcome measures • Optimize patient care by working with nursing staff which may include evaluating current practices, reviewing alternatives, consultations with patient care managers and providing education to staff • Educate patients and families on how to best manage their conditions • Provide psychopharmacological treatment/support for patients managed by therapists and psychiatrists and prescribes psychotropic medications • Document all care provided in a concise and complete manner • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	
Typical Core Duties		Typical Core Duties	
		<ul style="list-style-type: none"> • Responsible for the assessment, diagnosis, and treatment and follow up of common urgent care illnesses and injuries • Facilitate patient's transition within and between health care settings, e.g. admitting, transferring, and discharging patient • Develop and implement a plan of care, including treatments and medications • Analyze patient's response to treatment plan and revise plan if necessary • Provide patients with prescriptions and referrals as appropriate • Provide travel health consultation, immunizations, and related services • Educate patients about preventative care and prescribed treatments • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Graduate of accredited nursing program • Minimum of 1 years relevant work experience 	<ul style="list-style-type: none"> • Master's degree • Graduate of accredited nursing program • Minimum of 4 years' relevant work experience 	<ul style="list-style-type: none"> • Master's degree • Graduate of accredited nursing program • Minimum of 2 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Bachelor of Science degree in Nursing • Knowledge of Microsoft Office Suite, intermediate Excel skills • Knowledge of and previous experience working with an electronic medical record • Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Experience with emergency/urgent care and associated procedures, phlebotomy, IV insertion, previous Nurse Practitioner experience, travel health counseling • Previous experience with an electronic medical record • Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • Registered Nurse license in Massachusetts 	<ul style="list-style-type: none"> • Massachusetts advanced practice registered nurse (APRN) license • State and federal DEA certificate 	<ul style="list-style-type: none"> • Licensed in Massachusetts with authorization to practice as a Certified Nurse Practitioner in the state of Massachusetts • State and federal DEA certificate
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion • Ability to stand for extended periods 	<ul style="list-style-type: none"> • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion • Ability to stand for extended periods 	<ul style="list-style-type: none"> • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion • Ability to stand for extended periods
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • May be required to work nights and weekends 	<ul style="list-style-type: none"> • May be required to work nights and weekends 	<ul style="list-style-type: none"> • May be required to work nights and weekends

Job Family Matrix

Job Function: Health Care	Job Family: Nursing – Management
Job Family Summary: Provide clinical leadership to the individual departments of HUHS as part of a clinical triad overseeing the care delivered in that unit. Lead and manage public health initiatives such as flu vaccination clinics as requested.	
Job Title: HLT Nurse Mgt III	Job Title: HLT Nurse Mgt IV
Job Code: W0657M	Job Code: W0658M
Grade Level: 57 Exemption: Exempt	Grade Level: 58 Exemption: Exempt
Effective/Revision Date: December 2019	Effective/Revision Date: December 2019
Job Summary	Job Summary
Manage the planning of professional nursing services and patient care for students, staff, and faculty. Ensure compliance with clinicians' orders and follow established nursing processes, including patient assessment, nursing diagnosis, planning, intervention and evaluation.	Lead the planning of professional nursing services and patient care for students, staff, and faculty. Ensure compliance with physician orders and follow established nursing processes, including patient assessment, nursing diagnosis, planning, intervention and evaluation.
Typical Core Duties	Typical Core Duties
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Participate in creating the nursing plan of care of assigned patients in accordance with clinicians' orders • Facilitate and enhance the delivery of patient care by assuring that services are kept accessible, affordable, satisfactory, and appropriate by developing and implementing clinical processes that assure efficient and effective patient flow and access to care, participating in evaluating and integrating health care technology and information management systems that support the delivery of patient care, and evaluating and making recommendations about equipment used to care for patients • Foster an interdisciplinary approach to patient care and plan and develop initiatives to support the primary care model • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Responsible for the nursing plan of care of assigned patients in accordance with clinicians' orders • Facilitate and enhance the delivery of patient care by assuring that services are kept accessible, affordable, satisfactory, and appropriate by developing and implementing clinical processes that assure efficient and effective patient flow and access to care, participating in evaluating and integrating health care technology and information management systems that support the delivery of patient care, and evaluating and making recommendations about equipment used to care for patients • Foster an interdisciplinary approach to patient care and plan and develop initiatives to support the primary care model • Ensure compliance with University policies and procedures and applicable legal rules and regulations

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Graduate of accredited nursing program Minimum of 1 year relevant work experience 	<ul style="list-style-type: none"> Master's degree Graduate of accredited nursing program Minimum of 2 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Bachelor of Science degree in Nursing Knowledge of Microsoft Office Suite, intermediate Excel skills Knowledge of and previous experience working with an electronic medical record Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations Minimum of 2 years' experience in a specialty clinic or ambulatory setting with 1 year experience in triage For Urgent Care, previous Urgent Care or Emergency Department experience Supervisory experience 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, intermediate Excel skills Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations Supervisory experience
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> Registered Nurse license in Massachusetts 	<ul style="list-style-type: none"> Registered Nurse license in Massachusetts
Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> Lifting (approximately 20 to 30 pounds), bending, and other physical exertion Ability to stand for extended periods 	<ul style="list-style-type: none"> Lifting (approximately 20 to 30 pounds), bending, and other physical exertion Ability to stand for extended periods
Working Conditions	Working Conditions
<ul style="list-style-type: none"> May be required to work nights and weekends 	<ul style="list-style-type: none"> May be required to work nights and weekends