

Annual Wellness Visit Nurse Job Description



Position Title: Annual Wellness Visit Nurse
Reports to: Director, Quality and Care Management
Job Status: Part-Time/Full-Time
FLSA Status: Non-Exempt
Positions Supervised: None

Position Summary: The Annual Wellness Visit nurse works in collaboration with the primary care provider and all members of the health care team. Primary responsibilities include identification of Medicare patients appropriate for Annual Wellness Visits (AWV) and execution of guided processes to complete the AWV. May also assist clinic staff with completion of other clinical tasks as needed. Assesses healthcare needs that require additional follow up by primary care provider and assists patients in scheduling appropriate follow-up. Knowledgeable of community resources and assists patients in connecting with those resources. Serves as patient advocate and assists in identification and improvement of service delivery. This position requires expertise in the nursing process, using critical thinking skills to plan and coordinate care. Responsible and accountable for direct and indirect patient care for designated patient populations.

Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Excellent communication skills.
- Review clinic schedule and identifies patients appropriate and due for Medicare AWV.
- Work collaboratively with clinical teams to accomplish AWV in an efficient manner for patient and team.
- Follow AWV protocols and standing orders including completion of preventive services that may result from AWV.
- Acts as patient advocate.
- Develop and shares knowledge of AWV eligibility and documentation requirements.
- Develop knowledge of Medicare preventive services and clinical guideline recommendations for those services.
- Address open quality gaps with patients and works collaboratively with patient towards closure of those gaps.
- Appropriately documents within the electronic record to satisfy closed quality gaps.
- May assist with other clinical duties such as prior authorizations, patient messages, prescription refills.
- Utilize appropriate protocols and standing orders in delivering patient care.

- Participate in regular team meetings, huddles, staff meetings and quality improvement projects to improve patient care.
- Consult with the clinical staff and ancillary department staff to eliminate barriers to the efficient delivery of care. Identify service delivery problems and potential for effective patient management intervention.
- Maintain annual competencies for role.
- Document all communication with patient in electronic medical record.
- Perform all other duties as assigned.

Competencies:

- Ability to work independently and exercise clinical judgment in interactions with Physicians, payers, patients and their families.
- Strong organizational and time management skills, as evidenced by a capacity to prioritize multiple tasks and role components.
- Aware of scope of practice boundaries, comfortable seeking direction and assistance from appropriate resources.
- Communication – Ability to communicate effectively verbally and in writing. Excellent negotiation skills.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Decision Making – Ability to make critical decisions while following organizational policies and procedures.
- Delegating – Ability to allocate authority and/or task responsibility to appropriate team members, peers or superiors.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Project Management – Ability to organize and direct a project to completion.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

Education and Experience:

- Two years of nursing experience in primary care, community nursing, critical care or home health preferred

Certification and Licensure:

- Current Virginia Licensed Practical Nurse or Registered Nurse licensure required
- CPR Certification required

Work Environment:

- Environmentally controlled medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Work hours subject to office needs to ensure coverage during all hours of operation
- Possible exposure to bodily fluids, infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a laboratory and medical office environment
- May wear Personal Protective Equipment (PPE) such as gloves or a mask

- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

Physical Demands:

- Frequent sitting, standing, walking, grasping, carrying and speaking
- Occasional reaching, bending and stooping
- Lifting, carrying, pushing and pulling up to 60 pounds, with assistance if needed
- May need to lift or turn patients who are disabled, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone
- Occasional travel to attend meetings or trainings

CVFP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CVFP reserves the right to change this job description and/or assign tasks for the team member to perform, as CVFP may deem appropriate.

Team Member Signature: _____

Date: _____

Revision Dates: 11/2017