**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Acupuncturist**

**Job Code: 187747**

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**Grade:** 00  
**OT Eligible:** No  
**Comp Approval:** 11/25/2014

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**JOB SUMMARY:**

Performs acupuncture to treat patients suffering from pain, injury, illness, emotional and psychological maladies. Meets and interviews patients to obtain information about complaints, symptoms, medical history, etc. Assesses and analyzes physical findings and medical histories. Makes diagnoses and determines treatment strategies and personalized treatment plan. Applies heat or cold therapy to patients and related therapy, as needed. Consults with patients after a procedure about other therapy, diet, exercise, stress management and emotional health. Evaluates treatment outcomes and recommends new or altered treatments, as necessary.

**JOB ACCOUNTABILITIES:**

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<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Meets and interviews patients to obtain information about complaints, symptoms, medical history, diet, lifestyle and psychological health.</td>
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<td>Assesses patient’s general physical appearance. Analyzes physical findings and medical histories. Makes diagnoses and determines individual treatment strategies and personalized treatment plan.</td>
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<td>Takes pulse and exams tongue to aid diagnosis.</td>
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<td>Explains procedures to patients and prepares them for treatment.</td>
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<td>Identifies precise locations on a patient’s body where needles should be inserted, or where electrical or heat stimulation is to be applied. Inserts fine needles into skin at particular locations to stimulate energy flow along meridians and body’s own healing response.</td>
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<td>Performs other treatments such as moxibustion, electro-acupuncture, acupressure and related techniques.</td>
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<td>Applies heat or cold therapy to patients using materials such as heat pads, hydrocollator packs, warm compresses, cold compresses, heat lamps and vapor coolants.</td>
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<td>Consults with patient after a procedure about other therapy, diet, exercise, stress management, and emotional health.</td>
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<td>Suggests treatments involving herbal medicine.</td>
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<td>Educates patients on topics such as meditation, ergonomics stretching, exercise, nutrition, healing process, breathing, and relaxation techniques.</td>
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<td>Evaluates treatment outcomes and recommends new or altered treatments as necessary to further promote, restore, or maintain health. Maintains detailed and complete patient records.</td>
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<td>Complies with quality, safety, infection-prevention and protocols. Adheres to local, state and federal laws, regulations and statutes.</td>
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<td>Stays informed of developments in field. Receives continuing education, reads trade journals and maintains currency on industry practices and regulations.</td>
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Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Master’s degree

**Minimum Experience:**
- 1 year

**Minimum Field of Expertise:**
- Degree from an acupuncture college accredited by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Current valid license/certification to practice in the state of California. License by NCCAOM. Demonstrated communication and interpersonal skills. Knowledge of principles, methods, and procedures for diagnosis, treatment and rehabilitation of physical and mental dysfunctions. Ability to provide diagnostic treatment and counseling services. Possess a high degree of confidentiality, discretion, and professionalism.

**Preferred Experience:**
- 2 years

**Preferred Field of Expertise:**
- Significant interest in working with college age population.

**Skills: Other:**
- Active listening
- Analysis
- Assessment/evaluation
- Clinical documentation
- Communication -- written and oral skills
- Consulting
- Customer service
- Interpersonal skills
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution

Skills: Machine/Equipment:

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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