

Annex 1: Job Description & Person Specification

Job Title: **Functional Medicine Doctor**

Overview

The National Centre for Integrative Medicine (NCIM) is a not-for-profit social enterprise with a vision to support the transformation of healthcare to a broader Integrative Medicine (IM) model that combines conventional, holistic, functional and lifestyle approaches to improve health and wellbeing, for clinicians, clients, and communities.

NCIM has four pillars of delivery:

- **Wellbeing:** Consultations and courses with our Integrative Clinical team, online and in-person
- **Education:** IM qualifications and CPD for healthcare professionals
- **Community:** Creating social impact through funded workshops and low-cost appointments
- **Membership:** Transforming healthcare together through our Society for Integrative Healthcare

Education is a key part of NCIM's mission to create change. As an accredited teaching centre, we deliver a range of education programmes for healthcare professionals, including:

- 2-3 year master's Level 7 Diploma in Integrative Healthcare
- Single Modules for Diploma in Integrative Healthcare
- Diploma in Integrative Healthcare Research
- NCIM Spring/Summer/Autumn conferences
- Foundation and Advanced Training in Medical Homeopathy
- Masterclasses
- Mistletoe Therapy Training

The NCIM Academy now offers short CPD accredited courses in Integrative Healthcare, for healthcare providers who want access to affordable, high-quality, accredited courses with experts in their field.

Job Purpose

The Functional Medicine Doctor is a valued member of NCIM's Integrative Clinical Team, providing personalised, evidence-informed care using a functional medicine approach.

The postholder will assess and support patients with complex and chronic health concerns, developing personalised health and wellbeing plans that address underlying contributors to illness through conventional, functional, holistic and lifestyle approaches.

The role includes collaborative working across NCIM's multidisciplinary team and contributing to clinical governance, service development, education and quality improvement activities.

Key Responsibilities

1. Clinical – Functional Medicine Doctor

Duties include but are not limited to:

- In accordance with the NCIM clinic timetable, undertake duties including:
 - Patient consultations (in person / telephone / Teams / Zoom)
 - Creation of Personal Plans
 - Responding to patient queries (via the NCIM office)
 - Managing paperwork and correspondence in a timely manner
- Assess patient health needs and make professional, autonomous clinical decisions in relation to presenting problems
- Apply a functional medicine approach to identify potential underlying contributors to health concerns, considering lifestyle, nutrition, environmental, psychosocial and physiological factors
- Recommend, request and interpret appropriate conventional and functional investigations where clinically indicated, discussing the potential benefits, limitations and costs with patients to support informed decision-making
- Support patients through education and shared decision-making to enable sustainable lifestyle and behaviour change
- Recommend referral to GP / primary care / social care services where appropriate, and communicate with them where required and with patient consent
- Maintain accurate, clear, and contemporaneous consultation records in line with agreed standards, uploading to PracticePal within 5 working days
- Contribute to clinical data collection and audit requirements (e.g. MyCAW, Warwick Wellbeing, PREM)
- Use the NCIM email account provided and check emails regularly
- Manage appointment lists effectively and refer patients to appropriate NCIM colleagues and services, including:
 - Nutritional Therapists
 - Integrative Medicine – including Breathwork, Homeopathy, Anthroposophy, etc.
 - Wellness Coach
 - In-person or online wellbeing services (for example Eat Better, Feel Better workshops, free webinars, conferences)
 - Associate Therapists (e.g. Massage, Herbal Medicine, Holistic Facials)

- Engage proactively in clinical team activities, including information governance, risk awareness, and continuing professional development (CPD)
- Contribute to the planning and delivery of the Integrative Healthcare Webinar series
- Participate actively in 1:1 and group supervision

Quality & Professional Responsibilities

- Take accountability for personal clinical practice and professional conduct
- Maintain awareness of quality, safety, and risk, and raise concerns appropriately
- Manage time, workload, and resources effectively
- Contribute to continuous improvement and service development
- Adhere to NCIM policies and procedures, including participation in complaints processes where required

Other Responsibilities within NCIM

- Contribute to continuous improvement, service development, and organisational growth
- Maintain compliance with all relevant NCIM policies, guidelines, and procedures (see Contractor Handbook), including:
 - Equality, Diversity and Inclusion
 - Safeguarding
 - Confidentiality and Data Protection
 - Health and Safety
- Maintain a commitment to life-long learning, reflective practice, and evidence-informed practice
- Participate in required training programmes (statutory, mandatory, and role-specific)
- Attend relevant team meetings, case discussions, and organisational sessions as required

Person Specification

Key Area	Essential	Desirable
Education & Training	- Minimum undergraduate degree level (MBBS) - Registered with the General Medical Council (GMC) - Evidence of CPD, e.g. to meet statutory and mandatory requirements for healthcare professionals - Evidence of completed Annual Appraisal and Revalidation - Recognised postgraduate training in Functional Medicine - Enhanced DBS Check - Safeguarding Level 3	- Previous experience of working as part of a clinical team - Membership or Fellowship of a relevant Royal College - IFM Certified Practitioner (IFMCP) - Additional postgraduate qualifications in nutrition, lifestyle medicine or integrative medicine
Skills & Experience	- Experience of working independently in a clinical setting - Experience assessing and managing patients with chronic or complex health conditions - High standard of verbal and written communication - Excellent organisational skills - Competent IT skills and experience using electronic patient records - Ability to work collaboratively within a multidisciplinary team	
Knowledge	- Knowledge of Functional Medicine principles and their integration within evidence-informed healthcare - Patient confidentiality and Information Governance - Data Protection (UK GDPR) - Clinical Governance - Promoting and maintaining health and safety of self and patients - Clinical risk management and incident reporting - Equality, Diversity and Inclusion - Clinical audit and outcome measurement - Commitment to evidence-informed practice	- Awareness and understanding of social enterprise - Understanding of small business operations

Personal Attributes	- Able to build and maintain relationships at all levels - Accountable, able to use initiative and take responsibility - Able to maintain confidentiality - Willing to work as part of a team - Able to remain calm under pressure and to prioritise workload - Methodical and logical approach to performing tasks - Honest and reliable	
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