



NURSE MANAGER POSITION DESCRIPTION

Objectives of the position: The Nurse Manager oversees the provision of patient care and medical services operations and performs patient care, under the license and direction of the Medical Director (MD).

Reports to: Medical Director and Executive Director

Supervises: All nurses - volunteered and paid

Status: Part-time

Current services provided: pregnancy tests, limited o.b. ultrasounds, options counseling, STD testing and treatment, and assists with pre-natal/medical-oriented classes

Minimum Qualifications:

- Have a vibrant, personal, and growing relationship with Christ as Savior and Lord
- Hold a biblical view of the sanctity of life (100% pro-life) and sexual purity
- Agree with and uphold the Statement of Faith, Statement of Principle, the Vision and Mission Statements
- Must possess a current nursing license and function in accordance with the licensing board of their state
- Ideally, have two years of experience in a pregnancy center
- Exhibit strong interpersonal and administrative skills
- Demonstrate satisfactory knowledge of pregnancy, abortion, and related health issues.
- Be willing to be part of a team and work to keep Center unity

The Ideal Candidate for this position will have a strong work ethic and commitment to the center and its mission. They will also possess the desire and ability to grow the program and themselves to provide the very best and necessary services for our clients. Lastly they will possess the humility needed to get 'in the muck' with our clients while treating them with dignity and the compassion of Christ.

Essential Functions:

Perform the following duties in accordance with existing medical policies and procedures under the authority and direction of the Medical Director and Executive Director.

1. Patient Care

- Provide clinical services in accordance with level of expertise and training
- Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services.
- Document patient care in chart and properly maintain and archive patient medical records.
- Provide patient with health education (pregnancy decision options, STIs, etc.), referrals for medical care/follow-up, and other pertinent community referrals.
- Review patient record for completeness (all necessary forms present) and signatures
- Conduct follow-up with patients, as indicated.
- Discuss clinical questions, as needed, with the MD.
- Meet with MD for ongoing clinical supervision and guidance.
- Provide support to the other medical staff, including chaperoning

2. Medical Services Operations

- Assure accurate implementation of MD's orders.
- Audit patient records quarterly.
- Maintain staff medical records.
- Provide in-service education to staff, as needed.
- Implement clinic policies and procedures (P&P), including compliance with OSHA, CLIA, privacy practices, and infection control.
- Conduct annual review of P&P and infection control regulations in conjunction with the MD.
- Ensure that medical equipment is properly operated and maintained.
- Conduct regular medical supply inventory and ensure that the clinic is properly stocked.
- Ensure proper disinfection of medical equipment and the exam room.
- In conjunction with the Medical Director, ensure the OSHA orientation of all new personnel, annual refreshers, and monitor facility compliance.

3. Emergencies

- Follow guidelines for responding to emergencies and unusual ultrasound findings as specified in the P&P manual.
- Work with director to create an action plan in times of a pandemic or other health crisis. Monitor the CDC and local health agencies to keep director updated on recommendations, changes, etc.

4. Continuing Education:

- Maintain active nursing license.
- Comply with state and professional continuing education requirements.
- Maintain CPR certification.
- Obtain and maintain additional certifications as requested (e.g. limited obstetrical ultrasound examinations, childbirth instructor, HIV counseling, STD certification).

5. Supervising:

- Orient new medical staff to clinic duties and responsibilities, and provide ongoing supervision to any nurses, medical assistants, or phlebotomists.
- Conduct annual evaluations of nurses, nurse assistants, medical assistants, etc.
- Coordinate medical staff schedules/calendar
- Ensure nurses are following proper procedures, fulfilling time commitments and work to resolve any issues with nurses. Address any concerns with the Director and bring in Director to help with any conflict that isn't resolved after initial addressing.

Last Modified: 8-16-19

Prepared By: Carrie Kraucyk, Executive Director

Approved By: Board

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Abiding Care. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Abiding Care.
2. It does not constitute an employment contract with Abiding Care.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Abiding Care.

I understand and agree that my employment with [Center] is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee's Personnel File

Copy: To Employee

Copy: Position Descriptions File