



<b>POSITION</b>	<b>Nurse/Clinic Manager</b>
<b>DATE</b>	<i>August 2020</i>
<b>REPORTS TO:</b>	<i>Executive Director for operations &amp; Medical Director for medical services.</i>
<b>SUPERVISES:</b>	All volunteer medical staff assisting the program
<b>POSITION SUMMARY</b>	<p>As an ambassador of Jesus Christ, the Nurse/Clinic Manager provides support, holistic care to women and men facing critical pregnancy decisions, and maintains professional standards of care. He/she is also responsible for a variety of other clinic functions: including serving as the safety officer and supervising, organizing, planning, assessing and monitoring the medical services provided by the Ashland Pregnancy Care Center.</p> <p>Non-exempt. Part-time. 20 to 24 hours per week.</p>
<b>NECESSARY ATTITUDES AND PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Mature, committed Christian who demonstrates a personal relationship with Jesus Christ.</li> <li>• A servant's heart with the ability to understand how all tasks impact Ashland Pregnancy Care Center's ministry of supporting life.</li> <li>• Passion for the ministries of APCC and a heart for reaching those facing critical pregnancy decisions with the hope and healing of the Gospel of Jesus Christ.</li> <li>• Exhibit a strong commitment and dedication to the sanctity of all human life and sexual purity.</li> <li>• Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, Mission and Vision, and policies of the center.</li> <li>• Exemplifies a positive attitude and friendly disposition.</li> <li>• Proficiency or propensity to learn to operate various office and presentation equipment and software; Teachable.</li> </ul>
<b>ESSENTIAL FUNCTIONS</b>	<p>Perform the following duties in accordance with existing medical policies and procedures under the authority and direction of the Medical Director.</p> <p><b>1. Patient Care</b></p> <ul style="list-style-type: none"> <li>• Provides nursing care: assesses patient needs and makes nursing judgments that reflect safe nursing practices.</li> <li>• Oversees medical services in clinic, including performance of pregnancy tests.</li> <li>• Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services.</li> <li>• Document patient care in chart and properly maintain and archive patient medical records.</li> <li>• Provide patient with health education (pregnancy decision options, STIs, etc.), referrals for medical care/follow-up, and other pertinent community referrals.</li> <li>• Review patient record for completeness (all necessary forms present) and signatures.</li> <li>• Oversees patient follow-up. Conduct phone follow-up with patients, as needed.</li> <li>• Discuss clinical questions, as needed, with the Medical Director.</li> </ul>

- Communicate with Medical Director regularly (at least monthly) for ongoing clinical supervision and guidance.
- Provide support to the other medical staff, including chaperoning.

## 2. Medical Services Operations

- Assure accurate implementation of Medical Director's orders.
- Develops, maintains, reviews and updates medical/clinic Policies and Procedures (P&P), including compliance with OSHA, CLIA, HIPAA privacy practices, and CDC.
- Conduct annual review of P&P and CDC regulations in conjunction with the Medical Director.
- Audit patient records quarterly.
- Maintain staff medical records.
- Participates in establishing and/or conducts in-service meetings and trainings.
- Implement and oversee telehealth services.
- Oversees training and orientation of the clinic medical team volunteers, including spiritual wellbeing.
- Organizes, directs, supervises, and evaluates clinic medical team volunteers.
- Coordinate medical staff schedules.
- 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.
- Responsible for Continuous Quality Improvement (CQI).

## 3. Emergencies & Center Safety:

- Follow guidelines for responding to medical emergencies and unusual ultrasound findings as specified in the P&P manual.
- In conjunction with the Medical Director & Executive Director, ensure the OSHA & HIPAA orientation of all new personnel, annual safety training, and monitor facility compliance.

## 4. Education & Training:

- Maintain active nursing license.
- Comply with state and professional continuing education requirements.
- Increases knowledge of management, obstetrical, gynecological care and patient's health issues.
- Maintain CPR certification.
- Participates in annual skills refresher and assessment for competency with RDMS. Obtain and maintain additional certifications as requested. (e.g. *limited obstetrical ultrasound examinations, childbirth instructor, HIV counseling, STD certification, Abortion Pill Reversal certification*).
- Attends conferences that offer professional training and information pertinent to the clinic's practices.

## 5. Other Duties:

- Represents the clinic in the community as delegated by the Executive Director.
- Other duties as assigned by Medical Director or Executive Director.

The Nurse Manager receives an annual evaluation by the Medical Director regarding medical matters and an evaluation by the Executive Director regarding center operational matters.

<p><b>NECESSARY SKILLS &amp; QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Holds a current nursing license and functions in accordance with the Ohio state licensing board and must complete CE credits every 2 years, and complete ultrasound training every 3 years.</li> <li>• Bachelor of Science in Nursing is preferred or related experience equivalent.</li> <li>• At least two years nursing experience required. Two years of nurse managerial experience strongly preferred.</li> <li>• OBGYN and/or pregnancy center experience preferred.</li> <li>• Demonstrate satisfactory knowledge of pregnancy, abortions, and related health issues.</li> <li>• Maintains a working knowledge of nursing methods, principles and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies and equipment.</li> <li>• Respects confidentiality and upholds privacy per HIPAA.</li> <li>• Skilled with current technology and willingness to learn appropriate applications and new skills efficiently. Experience with Microsoft Office required.</li> <li>• Must obtain education, training and documentation of competency to perform limited obstetric ultrasound.</li> <li>• Good interpersonal skills and compassion to provide training and education and work cooperatively, with a servant heart, with supervisors, volunteers, employees and clients.</li> <li>• Good administrative and organizational skills for overseeing daily medical center operations. Dependable, takes initiative, and is flexible.</li> <li>• Attention to detail and ability to provide appropriate documentation.</li> <li>• Good oral and written communication skills to relate to all constituencies including all volunteers, employees, and clients.</li> <li>• Excellent problem-solving skills. Possess good judgment and integrity. Handle conflict with grace and a positive attitude.</li> </ul>
<p><b>PHYSICAL REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Physically able to stand for long periods of time, has good eyesight or corrected vision, and has steady hands.</li> <li>• Must be able to see, to speak and to operate computer and other equipment.</li> <li>• May need to lift heavy boxes and assist clients on and off exam tables.</li> </ul>