

Choices Pregnancy Services

Nurse Manager

Position Description

Objectives of the position: The Nurse Manager oversees the provision of client care and medical services operations.

Reports to: The Medical Director and Executive Director

Supervises: All nursing personnel, sonographers, and other medical assistants who assist with medical services.

Qualifications:

1. Be a committed Christian who demonstrated a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity.
3. Agree with and be willing to uphold the Statement of Faith, Statement of Principle and the policies of the center.
4. Be licensed as a registered nurse in the state and functions in accordance with the licensing board of their state.
5. Have a bachelor or master's degree in nursing or equivalency.
6. Have one year of experience in OB/GYN nursing, preferred but not necessary.
7. Have two years of experience in a pregnancy center, preferred but not necessary.
8. Exhibit strong interpersonal and administrative skills.
9. Be reliable and respect confidentiality.
10. Acquires the knowledge base needed to care for patients and perform duties with excellence.
11. Provide support, mentoring and medical backup to medical and non-medical volunteers.
12. Oversees adherence to all policies, procedures and protocols.
13. Current certification in BLS.
14. Be competent in using computers and charting.

Essential Functions:

I. Patient Care:

1. Review record to check for the intake form and consent for medical services form.
2. Meet with the patient and review patient instructions for medical services and the medical procedure.
3. Record patient medical history and allergies in the record; place physician order and exam report in the record.

4. Provide support to the other medical staff, including chaperoning exams.
5. Meet with patient after the exam for pregnancy counseling, education and referrals.
6. Arrange and provide patient follow-up.
7. Have strong communication and listening skills.
8. Have strong patient assessment skills (physically & mentally).

II. Medical Services Operations:

1. Review patient records at the end of the day.
2. Ensure that medical equipment is properly operated and maintained.
3. Maintain staff personnel records.
4. In conjunction with the medical director, provide staff annual CPR review, infection control regulations and continuing education.
5. Monitor medical supplies and ordering.

III. Emergencies:

1. Emergency calls – refer caller to a local hospital emergency room, her own physician, and/or advise to call 911.
2. If current center client of patient, consult with the medical director or the physician on – site.
3. Medical emergency on-site – follow the procedures for medical emergencies.

IV. Continuing Education:

1. Comply with state and professional licensing and continuing education requirements.
2. Annual review of CPR certification.
3. Annual review of center policies and procedures, infection control regulations and safety procedures.
4. Must be willing to attend didactic sonography training and complete competencies to provide sonograms under supervision.