

**SILENT VOICES
NURSE/CLINIC MANAGER
PREGNANCY MEDICAL CLINIC
JOB DESCRIPTION**

Qualifications:

1. Expresses full agreement with corporation's Statement of Faith, Mission Statement and Code of Christian Conduct.
2. Complies with the policies and procedures of the clinic.
3. Is dependable, stable, and capable of following through on commitments.
4. Has a sincere desire to reach out to at-risk patients considering abortion.
5. Maintains a consistent life-affirming philosophy and would never refer or advise a patient to have an abortion. (When a situation arises where a mother's life is at risk, the clinic advocates taking measures to preserve her life, hoping that the mother and her child can both be saved.)
6. Respects confidentiality and upholds privacy per HIPAA.
7. Holds a current License or Registry in good standing with the State Medical Board.
8. Exhibits strong interpersonal, spiritual and administrative skills, takes initiative and is flexible.
9. Physically able to stand for long periods of time, has good eyesight or corrected vision, has steady hands, and has a good bedside manner.
10. Skilled with current technology and able to learn new skills quickly.
11. Must obtain education, training and documentation of competency to perform limited obstetric ultrasound.

Responsibilities: The Nurse/Clinic Manager provides support and care to the clients and maintains professional standards of care. Under the general supervision of the Medical Director and Executive Director/CEO, the Nurse/Clinic Manager is responsible for planning and performing direct and indirect nursing interventions. He/she is also responsible for a variety of other clinic functions: supervising, organizing, planning, assessing and monitoring the medical services provided by the Pregnancy Medical Clinic. The Nurse/Clinic Manager also works in conjunction with physicians, nurses, and lay counselors to assure that patients are receiving the best medical, nursing, spiritual and psycho-social care possible.

Reports To: Executive Director/CEO for operations and Medical Director for medical services.

Supervises: Immediate supervision of clinic functions and monitors medical services.

Time Commitment: As per Hiring Agreement.

Duties

Management:

1. Develops, maintains, reviews and updates clinic Policies and Procedures.
2. 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.
3. Ensures compliance with OSHA & HIPAA guidelines.
4. Responsible for Continuous Quality Improvement (CQI).

Nursing Care:

1. Organizes, directs, supervises, and evaluates professional and ancillary personnel.
2. Oversees nursing services in clinic; responsible for equipment and supplies.
3. Provides nursing care: assesses patient needs and makes nursing judgments that reflect safe nursing practices.
4. Maintains accurate records and follows-through on physician's orders.

5. Ensures accurate implementation of physician's orders and advises physicians of patient's progress and changes in condition.
6. Assists physician with exams and treatments, as needed.
7. Provides education for patient to develop an understanding of their health condition.
8. Oversees patient follow-up.
9. Oversees performance of pregnancy tests.

Staff Development:

1. Recruits qualified medical team volunteers to meet the needs of the clinic.
2. Oversees training and orientation of the clinic medical team volunteers, including spiritual wellbeing.
3. Participates in establishing and conducting in-service meetings.
4. Conducts medical team conferences and discussions in evaluating the clinic services, policies, procedures and protocols.

Public Relations:

1. Represents the clinic in the community as delegated by the Executive Director/CEO.
2. Attends medical conferences that offer professional training and information pertinent to the clinic's practices.

Professional Development:

1. Maintains professional license.
2. Increases knowledge of management, obstetrical, gynecological care and patient's health issues.
3. Participates in annual skills refresher and assessment for competency.

CONTACT:

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