



## **Position Description**

### **Nurse Manager**

Revised 7-31-2020

**Reports to:** Executive Director and Medical Director(s)

**Supervises:** Medical volunteers

**Description:** The Nurse Manager, under the license and direction of the Medical Director(s), supervises the medical activities and clinical personnel of the Pregnancy Center.

#### **Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the sanctity of all human life.
3. Exhibit a strong commitment and dedication to sexual purity.
4. Agree with and be willing to uphold the Statement of Faith and the policies of the center.
5. Self-motivated, dependable, organized, and responsible.
6. Be licensed (RN) as a medical professional in the state of Indiana.
7. Be certified to provide limited obstetrical ultrasounds (or committed to obtain).
8. Have a bachelor's degree in nursing or associate degree with equivalent experience.
9. Exhibit strong interpersonal and administrative skills.
10. Hold a current CPR certification.

#### **Center Operations**

The Nurse Manager will collaborate with the Executive Director, Client Services Director, and Medical Director(s) in the following:

- Assist in developing policies and procedures and reviewing annually.
- Review and evaluation of all educational materials, client brochures and videos. All in-house produced materials are submitted to Medical Director(s) for approval.
- Establish and maintain infection control protocol and safety precautions.
- Function as safety officer for all Center locations, ensuring OSHA compliance, fire code safety, AED maintenance and other duties to provide for safe working environment for staff, volunteers, clients.
- Ensure that medical equipment is properly operated and maintained.
- Develop and maintain a strategy for assessing the organizational structure of the Center to ensure efficiency, accountability, appropriate delegation of tasks and recording of client services.
- Develop and improve programs as client needs are addressed.
- Provide support to staff in other areas as needed.



## **Client Care**

**General Nursing:** Maintain working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, emergency procedures, safety and infection control, clinical systems supplies and equipment.

- Provide nursing assessment and judgments that reflect safe nursing practices.
- Maintain accurate records. Instruct volunteer nurses as needed for improvement of charting practices.
- Establish protocol for clients at risk for miscarriage or ectopic pregnancy and follow up procedure.
- Follow up with abortion-risk clients and document appropriately.
- Meet with clients as needed to discuss any medical questions/concerns. Refer them for appropriate medical care with their doctor or the Emergency Room.
- Follow up with new moms to provide any needed support or referrals to appropriate professionals.

### **Ultrasound Clients**

- Provide ultrasounds for abortion-minded or abortion-vulnerable clients.
- Ensure that ultrasound reports are reviewed and signed by Medical Director.
- Review all ultrasound client records for completion and accuracy. Review ultrasound worksheets, physician notations and follow up as needed.

### **STI Screening Clients**

- Administer STI screening for clients, including blood draws and specimen collection under the guidance of Medical Director.
- Administer medications per protocol prescribed by Medical Director.
- Provide patient with Sexual Risk Avoidance (SRA) counseling, including handouts approved by Medical Director.
- Deliver results to clients.
- Provide documentation to the ISDH and CDC as required by law.

## **Public Relations**

- Represent the Center in the community, particularly to increase clientele, nurse volunteer help, physician involvement and financial support.
- Establish, maintain, and update client resources and referral sources.
- Build relationships with key persons in the schools and churches to increase community awareness of the services provided by the Center.

## **Staff Development**

- Comply with state and professional licensing requirements. Oversee the personnel files for medical staff to ensure compliance of same.
- Conduct annual individual performance evaluation of clinic medical volunteers and personnel.
- Recruit, orient and train qualified volunteer support to meet the needs of the pregnancy center.
- Assist with training of new Client Advocates; Participate and/or facilitate in-house training and in-services.
- Participate in conferences that offer professional training and information pertinent to Center medical services.
- Participate in staff meetings and work cooperatively with staff to evaluate the clinic services, policies, procedures, and protocols.