

# HOPE PREGNANCY CENTER

## Job Description

01/2006

Revised 05/2013

Revised 07/2017

**I. Position Title:** Nurse Manager

### **II. Position Summary:**

The Nurse Manager provides support and care to the Client and maintains professional standards of care, following the ANA Code of Ethics. Under the general supervision of the Medical Director and Executive Director, the Nurse Manager is responsible for immediate supervision of a wide variety of clinic functions, planning and performing direct and indirect nursing interventions. The Nurse Manager will assess, plan, organize, monitor and oversee the medical services provided by the Clinic while working in conjunction with Physicians, Nurses, and Client Advocates to assure that clients receive optimal medical, nursing and psychosocial care.

### **III. Qualifications:**

1. Expresses full agreement with the Statement of faith, values, mission statement, Articles of Incorporation and By-laws of the Clinic.
2. Sincere desire to reach out to abortion-vulnerable and abortion-minded women.
3. Agrees to comply with the policies and procedures of the clinic.
4. Dependable, stable and capable of following through on commitments.
5. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
6. Respects confidentiality.
7. Currently licensed in the state of Minnesota as a Registered Nurse.
8. Current CPR Certificate.
9. Previous experience in a leadership/supervisory role.
10. Possesses organizational skills, reasoning and problem solving ability.
11. Thinks and works independently as well as a team member.
12. Effective use of communication.
13. Trained to provide lay counseling to clients, or agrees to receive training to be a qualified Client Advocate.
14. Qualified, or agrees to become qualified, to provide limited obstetrical ultrasound through didactic and practical training in accordance with medical standard.
15. Qualified, or agrees to become qualified to provide STI testing and education.
16. Background checks are clear.

### **IV. Reports To:**

Executive Director for general operations and Medical Director for medical services.

### **V. Supervises:**

Clinic functions and medical services.

### **VI. Time Commitment:**

As required to meet the responsibilities of the position.

### **VII. Dress Code:**

Professional appearance, identification badge will be visible to clients.

## VIII. Duties:

### *Management -*

1. Develops, maintains, reviews and updates clinic medical policies, procedures and forms.
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. Acts as Safety Officer.
3. Assures compliance with infection control guidelines, including TB Infection Control. Acts as Infection Control Officer.
4. Participates in Quality Assurance through review of Client records and feedback from evaluations.
5. Promotes positive organizational culture.
6. Delegates tasks appropriately.
7. Fiscally responsible, facilitates efficient use of resources.
8. Anticipates and effectively manages change.
9. Oversees scheduling of hours for Medical Staff (trained in Ultrasound.)

### *Nursing Care -*

1. Organizes, directs, supervises and evaluates nursing staff.
2. Oversees nursing services provided at the Center.
3. Provides nursing care by assessing client needs and making nursing judgments that reflect safe nursing practices.
4. Develops and maintains accurate records.
5. Accurately implements physician's orders.
6. Informs Medical Director of progress or changes in condition of Client.
7. Assists, Medical Director or Nurse Practitioner with exams or treatments as needed.
8. Provides education for Client to promote accurate understanding of their health condition.
9. Oversees Client follow-up in conjunction with Director of Client Services.
10. Performs Client urine pregnancy tests, STI tests, and Limited Obstetrical Ultrasounds.
11. Reviews medical educational pamphlets that may be distributed to Clients.
12. Collaborates with Director of Client Services and Client Advocates to ensure optimal care and continuity for the Client.

### *Staff Development -*

1. Recruits qualified medical team volunteers to meet the needs of the Clinic.
2. Oversees orientation and training of Clinic medical team volunteers.
3. Participates in establishing and conducting educational meetings.
4. Conducts medical team conferences and discussions in evaluating Clinic services, policies, procedures and protocols.
5. Provides support, mentoring and feedback to volunteers and medical team members to promote personal growth.
6. Develops and maintains job descriptions of medical team members.

7. Verifies proper licensure of medical staff and ensures a current copy is kept in their personnel file.
8. Develops and maintains professional relationship with Clinic staff.
9. Oversees scheduling of staff trained in limited obstetric ultrasound to ensure availability of that service during Clinic hours of operation.

*Public Relations -*

1. Represents the Clinic in the community as delegated by the Executive Director.
2. Attends medical conferences that offer professional training and information pertinent to role.
3. Networks with Nurse Managers of similar Clinics.

*Personal Development:*

1. Maintains professional license.
2. Carries professional liability insurance.
3. Increases knowledge of management, obstetrical, and gynecological care relevant of women's health issues, crisis intervention, adoption, abstinence, STI, and abortion through seminars and research.
4. Continues spiritual development and insight through regular Bible study and prayer, and attends own church on a regular basis.
5. Strives for improvement in any areas identified in performance appraisal.

*Other:*

1. Assists with other Clinic responsibilities as delegated by the Medical Director or Executive Director.