



Nurse Manager

Summary: The Nurse Manager provides support and care to the clients and maintains professional standards of care, following the ANA Code of ethics and is responsible for supervising, organizing, planning, assessing, and monitoring the medical services provided by *You Medical*. The Nurse Manager also works in conjunction with physicians, nurses, and client advocates to assure that patients are receiving the best medical, nursing, and psychosocial care possible.

Reports to: Executive Director and Medical Director

Supervises: Nursing staff

Hours per Week: 36-40 hours a week

Qualifications

1. Be a committed Christian who demonstrates a strong personal relationship with Jesus Christ as their Savior and Lord and actively attends a Bible believing church
2. Exhibit strong commitment to and passion for the pro-life position and sexual purity.
3. Agree with and be willing to uphold the Core Beliefs, Statement of Faith, Christian values and policies of You Medical.
4. Have personal prayer team support.
5. Be able to respect and keep information confidential.
6. Be dependable, stable, and able to follow through on commitments.
7. Exhibits social aptitude, situational awareness, and conversational skill.
8. Exhibit a sincere desire to reach out with the love of Jesus to all people.
9. Be familiar with scripture pertaining to the sanctity of life, forgiveness, and salvation.
10. Commit to a position for at least a year by having the available time to be dependable.
11. General computer knowledge and use of a computer.
12. Self-motivated, responsible and organized. Be able to carry out responsibilities with little or no supervision.
13. Licensed as a Registered Nurse in Washington State and in good standing with the State Medical Board.
14. Completed at least a 2-year nursing program; bachelor's degree preferred.
15. Preferred to have at least one year of experience in a hospital setting and in OB/GYN nursing.
16. Exhibit strong skills in interpersonal communication, problem-solving, public speaking, writing, and effective media relations.
17. Provide spiritual leadership, discipleship, encouragement and direction.
18. Must maintain a consistent life-affirming philosophy and will not refer or advise a woman to have an abortion. (When a situation arises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, hoping that the woman and her child can both be saved.)
19. Demonstrate satisfactory knowledge of pregnancy, abortion, and related health issues.

20. Minimum age requirement 18.

Client Care

1. Administer urine-based pregnancy tests.
2. Perform limited obstetrical ultrasound examinations. (Training will be provided if needed)
3. Discuss pregnancy options education, reproductive health, and sexually transmitted infection information with clients.
4. Offer referrals for medical care and community resources.
5. Document patient care in chart and properly maintain and archive patient medical records.
6. Oversee and maintain quality data-entry of all client files.
7. Direct and oversee
8. Meet regularly with Medical Director for consultation and supervision.
9. Follow up with clients.
10. Work with Clinic Operations Manager on determining medical staff availability.

Medical Services Operations

1. Serve as the Person In Charge (PIC) in rotation with the Clinic Operations Manager
2. Ensure accurate implementation of MD's orders
3. Implement clinic Policies & Procedures (P&P), including compliance with OSHA, CLIA, HIPAA, privacy practices, and infection control.
4. Function as the HIPAA Officer, oversee HIPAA training, and ensure HIPAA guidelines are being followed.
5. Conduct annual review of P&P and infection control regulations in conjunction with the MD.
6. Conduct quarterly audits of both medical and general client files.
7. Report monthly statistics of ultrasounds and pregnancy tests to the Executive Director, Board of Directors and at staff meetings on a monthly basis.
8. Orient and supervise nurses and other medical staff in nursing duties and responsibilities.
9. Coordinate medical staff and volunteer schedules.
10. Keep record of volunteer medical staff hours.
11. Ensure that medical equipment is properly operated and maintained.
12. Keep clinics stocked with medical supplies.
13. Oversee proper disinfection of medical equipment and the exam room.
14. Maintain staff and volunteer personnel medical files.
15. Update medical forms as needed; at least annually.
16. Function as OSHA Coordinator as delegated by the OSHA Officer (MD), ensuring the OSHA orientation of all new personnel and facility compliance.
17. Provide support to the other medical staff, including overseeing exams.

Emergencies

1. Follow guidelines for responding to emergencies and unusual ultrasound findings as specified in the P&P Manual.

Staff/Volunteer Development

1. Attend volunteer in-services and participate in volunteer training as needed.
2. Perform annual review for nursing staff and volunteers.
3. Hold regular meetings with medical staff as needed; at least semi-annually.
4. Ensure that nursing staff are compliant with all required training and certifications per job functions.

Continuing Education

1. Comply with state and professional licensing and continuing education requirements

2. Bi-annual review of CPR certification
3. Attend medical conferences as requested and required for license.
4. Obtain and maintain additional certifications as requested (i.e. childbirth instructor, HIV counseling, STD certification)
5. Coordinate annual training updates for ultrasound techniques by certified sonographer

Public Relations

1. Represent the center at health-related committees as requested.
2. Participate in community health fairs as requested.

Other

1. Work with Clinic Operations Manager to integrate and orient new volunteers into *You Medical*
2. Work with Clinic Operations Manager to maintain seamless flow of medical and non-medical services offered to clients
3. Assist with and attend fundraising events.

Other duties as assigned