Position Title: NURSE MANAGER

Qualifications:
1) Expresses full agreement with corporation’s Statement of Principle, Mission Statement, Articles of Incorporation, and By-laws.
2) Complies with the policies and procedures of the clinic.
3) Is a self-starter, stable, and capable of following through on commitments
4) Has a sincere desire to reach out to abortion-vulnerable and abortion-minded women.
5) Maintains a consistent life-affirming philosophy and would never 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.)
6) Respects confidentiality.
7) Holds a current Registered Nurse’s License in good standing with the State Medical Board.

Responsibilities: The Nurse Manager provides support and care to the clients 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, and is responsible for supervising, organizing, planning, assessing and monitoring the medical services provided by A New Generation Pregnancy Medical Clinic. The Nurse Manager also works in conjunction with the Executive Director to assure physicians, nurses, and Life Coaches are working with patients to receive the best medical, nursing, and psychosocial care possible.

Reports To: Executive Director and Medical Director for medical services.

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

Time Commitment: Part-time 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) Assures compliance with infection control guidelines.
4) Maintain frequent communication with Executive Director to report ongoing clinic information
5) Communicate with Executive Director regularly about patient issues
Management cont.: 

6) Identify areas for improvement in clinic based on statistics, and develop an action plan to address issues requiring improvement.
7) Ensure quality control is maintained for patient care
8) Review patient charts weekly to ensure that documentation is being completed properly
9) Evaluate charts currently in follow-up phase to ensure that all documentation is being done properly and that follow-up schedule is effectively meeting patient needs
10) Perform a semi-annual chart audit, according to P&P Manual, to ensure appropriate quality of documentation
11) Yearly written review of center brochures to ensure they are up-to-date and medically accurate

Nursing Care:
1) Provides nursing care: assesses patient needs and makes nursing judgments that reflect safe nursing practices.
2) Maintains accurate records, care-plans and follow-through on physician’s orders.
3) Assures accurate implementation of physician’s orders.
4) Advises physicians of patient’s progress and changes in condition when necessary.
5) Assists physician with exams and treatments as needed. (future need)
6) Provides education for patient and family to develop an understanding of their health condition.
7) Oversees patient follow-up per patient care-plan and standardized procedures.
8) Oversees performance of pregnancy tests.
9) Ensure nurses have completed training packet.

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.
3) Participates in establishing and conducting in-service meetings.

Public Relations:
1) Attends medical conferences that offer professional training and information pertinent to the clinic’s practices.

Personal Development:
1) Completes sonography training within first year of employment.
2) Maintains professional license.
3) Maintains professional appearance and attitude.
4) Increases knowledge of obstetrical, and gynecological care, sonography and women’s health issues.
5) Carries professional liability insurance (except when covered by A New Generation).