RICHLAND PREGNANCY SERVICES

MEDICAL POLICY & PROCEDURE MANUAL

POLICY: NURSE MANAGER JOB DESCRIPTION

Position Summary: The Nurse Manager provides support and care to Richland Pregnancy Services clients and nursing staff and maintains professional standards of care following the American Nursing Association (ANA) code of Ethics. The Nurse Manager is responsible for implementation, supervision and on-going assessment of clinical functions including: direct and indirect nursing intervention, monitoring current medical practices/policies, and participating in development of projected clinical programs/services.

Reports to: Executive Director. The Medical Director also provides direct supervision to the Nurse Manager on medical issues.

Supervises: Volunteers and Personnel staff within area of responsibility

Status: 24-36 hours per week

Qualifications: Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of all human life and would never refer or advise a woman to have an abortion. If a situation arises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, making every effort to ensure that the woman and her child can both be saved.
3. Exhibit strong commitment and dedication to sexual purity.
4. Agree with and be willing to uphold RPS Mission Statement, Statement of Faith, Statement of Principle, and the policies of the center.
5. Exhibit a sincere desire to reach out to abortion vulnerable and abortion minded women with love and compassion.
6. Is Biblically literate and able to lovingly express the Biblical standards of sanctity of human life, sexuality, forgiveness and salvation.
7. Holds a current CPR certification and Registered Nurses' License in good standing with the Ohio Board of Nursing.
8. Exhibits a teachable spirit and functions well in a team environment.
9. Self Motivated and shows outstanding organizational skills.
10. Complete the volunteer training and position orientation.
11. Exhibit skills in interpersonal communication, public speaking and problem solving.
12. Be able to provide spiritual leadership, discipleship and support to the prospective and current volunteers.
13. Have experience with Microsoft Word.

Responsibilities:

1. Administration

A. Maintains current working knowledge of nursing methods, principles and practices in relation to: the prevention and treatment of disease, safety and infection control, clinical systems, supplies, equipment, and new medical developments and trends that could impact RPS related service area.
B. Participates in writing, development, maintenance and review of clinic policies, procedures and protocols for approval by the Board of Directors and Medical Director.
C. Oversees adherence to above policies, procedures and protocols.
D. Interviews, trains, schedules, supervises and evaluates medical team staff and v volunteers.
E. Orders medical supplies, submits and manages yearly clinical budget and prepares monthly statistical reports.

2. Nursing Care

A. Oversees clinical services for clients inclusive of pregnancy test, physical exams, ultrasounds, STD testing, and medical counseling.
B. Works to coordinate clinical services with the Executive Director and volunteers.
C. Provides nursing care by assessing patient needs and making nursing judgments which reflect safe nursing practices.
D. Maintains accurate medical records, care-plans and follow-through on physician's orders.
E. Provides education for patient and family to develop an understanding of their health condition.
F. Oversees patient follow-up per standardized procedures in collaboration with client services.

3. Staff Development

A. Helps identify and recruit qualified medical team volunteers.
B. Oversees clinical training and orientation of the medical team volunteers and staff.
C. Works as a team player with all staff members to provide medical expertise and training as necessary for volunteers and other personnel on clinical practices, procedures and government regulations (e.g. OSHA, CLIA, HIPAA).
D. Develops and conducts quarterly in-service meeting/training for all medical team staff.
E. Facilitates/participates in medical team meetings which include the Medical Director and Executive Director and other necessary personnel to evaluate clinic services, policies, procedures and protocols.

POLICY: NURSE MANAGER JOB DESCRIPTION - **Continued**

4. Other Responsibilities

A. Represent the center in the medical community establishing relations and credibility.
B. Attend weekly staff prayer meetings and Quarterly Volunteer In-service Meetings.
C. Accept assignments not specifically outlined above as requested by Ex. Director or Medical Director.

The Nurse Manager will receive an annual oral and written evaluation by the Executive Director.

Revised: 2/15/2016
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Updated hours to 24 (from 20) 7/2014
Updated hours 24-32 2/2016