



# PATHWAYS

— of Pella —

## **JOB DESCRIPTION: *NURSE MANAGER***

**GENERAL DESCRIPTION:** The Nurse Manager oversees the provision of client care and medical services operations. The nurse manager oversees the day-to-day operations of the medical clinic, working in conjunction with the Executive Director (Pathways of Pella) and the volunteer medical director(s).

### **QUALIFICATIONS:**

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 pro-life position and sexual purity.
3. Agree with and be willing to uphold the Statement of Faith, Statement of Principle, and the policies of the Center.
4. Be licensed as a registered nurse in the state.
5. Have two years of experience in a pregnancy center and or in counseling.(optional)
6. Exhibit strong interpersonal and administrative skills.
- 7 Be a self starter and able to work independently.

**REPORTS TO:** The Medical Director and Executive Director

### **RESPONSIBILITIES:**

1. Spiritual leadership of medical clinic staff
  - Responsible for maintaining Biblical standards in care of patients, educational materials used, training of nursing staff.
  - Support and encouragement of spiritual growth in nurses and other clinic staff.
2. Patient Care
  - Review patient record to check for your center's Intake Form and the Consent for Performance of Medical Services and Release of Liability Form.
  - Meet with the patient and review Medical Services Patient Instruction and the medical procedure. Record Patient's Medical History, allergies, weight, and vital signs in the record. Place Physician's Order in the record.
  - Provide support to the other medical staff.
  - Schedule and meet with patient after test results, provide education regarding treatment, std education, and referrals.
  - Perform ultrasounds for abortion minded clients, along with education and counseling
  - Arrange and provide patient follow-up.
  - Review patient records at the end of each day.
  - Ensure that adequate supplies are on hand.
  - Maintain staff personnel records.

3. Maintaining the nursing staff. This would encompass:
  - Assist in hiring and training nurses
  - Recruiting volunteers for clinics
  - Developing or obtaining training materials
  - Regular evaluation of nurses
  - Maintaining the nurses' schedule
  - Maintaining employee files on all nurses
  - Terminating nurses when necessary
  
4. Implementing the policies and procedures
  - Updating nurses manual as needed
  - Keeping the clinic up to date on OSHA, CLIA and HIPAA regulations
  - Updating clinic P&P manual regularly
  - Completing chart audits
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5. Building relationships with other area medical facilities
  
6. Overseeing clinic operations
  - Keeping inventory of clinical supplies
  - Purchasing needed supplies and equipment under budget guidelines
  - Working with Executive Director on major purchases
  - Submitting proposed clinic budget to Executive Director each year
  - Assist in writing grants with Executive Director
  
7. Continuing Education
  - Comply with state and professional licensing and continuing education requirements.
  - Annual renewal of CPR certification
  - Annual review of center policies and procedures, infection control regulations, and safety procedures.
  - Ensure that all medical personnel are current in licensing, CEU, CPR