



670 SE Midway Blvd. / PO Box 1675 Oak Harbor, WA 98277 ♥ 360 675-2096
Washington State Licensed Medical Test Site

Nurse Manager (20 hours/week)
Tuesday & Thursday 9:30am-4:00pm, Wednesday 12-7pm

REPORTS TO: Executive Director and Medical Director

MINIMUM REQUIREMENT: Registered Nurse license in good standing in WA State

RESPONSIBILITIES:

The Nurse Manager provides support and care to the clients and maintains professional standards of care, following the WA State Nurse Practice Act. Under the general direction and supervision of the Executive Director and the Clinic Medical Director, the Nurse Manager is responsible for supervision of, planning, and performing direct and indirect nursing interventions, and is responsible for supervising, organizing, planning, and assessing and monitoring the medical services provided by the Pregnancy Care Clinic. The Nurse Manager also works in conjunction with other medical professionals and peer counselors to ensure that patients are receiving the best medical, nursing, psychosocial, and spiritual care possible. This is a half-time position: 20 hours per week.

QUALIFICATIONS:

1. A commitment to Jesus Christ as Lord and Savior.
2. Faithful attendance in a local church.
3. Full agreement with the Clinic's Statement of Principle, Mission Statement, Statement of Faith, Code of Christian Conduct, Articles of Incorporation, and By-Laws.
4. Ability to comply with the policies and procedures of the Pregnancy Care Clinic.
5. Dependable, stable, and capable of following through on commitments.
6. A sincere desire to reach out with the love of Jesus to abortion-vulnerable and abortion-minded women.
7. Knowledge of Scripture, especially pertaining to the sanctity of human life, forgiveness, and salvation.
8. 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.)
9. Ability to respect confidentiality and uphold privacy per HIPAA.
10. Skilled with current technology and able to learn new skills quickly.
11. Exhibits strong interpersonal, spiritual, and administrative skills, takes initiative and is flexible.
12. Completion of the Pregnancy Care Clinic Nurse Manager Orientation, volunteer training, and on-the-job training.
13. Physically able to stand for long periods of time, has good eyesight or corrected vision, has steady hands, and has a good bedside manner.
14. Must be willing and able to obtain education, training, and documentation of competency to perform limited obstetric ultrasound. The Clinic will provide funding for this two-part training unless the Nurse Manager has already received NIFLA-approved training.
 - a. Some training consists of consecutive days up to 2-weeks potentially out of state.

MANAGEMENT:

1. Develops, maintains, reviews, and updates clinic Medical Policies and Procedures.

2. Maintains a working knowledge of medical procedures, principles, and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies and equipment.
3. Is responsible for Continuous Quality Improvement (CQI).
4. Ensures compliance with OSHA guidelines.
5. Assures that all aspects of the medical service operations are maintained, including medical equipment and supplies.
6. Organizes, directs, supervises, and evaluates professional and volunteer medical personnel.

NURSING CARE:

1. Provides nursing care. Assesses patient needs and makes nursing judgments, which reflect safe nursing practices.
2. Ensures accurate implementation of physician's orders and maintains accurate records.
3. Provides education for patient and family to develop an understanding of their health condition.

STAFF DEVELOPMENT:

1. Participates in and is available to teach medically related or NIFLA-required topics during in-services.
2. Conducts medical team conferences and discussions in evaluating the Clinic services, policies and procedures, by phone or e-mail if not possible on-site.

PUBLIC RELATIONS:

1. Attends all fundraising events outside regular business hours as a representative of the Clinic.

PROFESSIONAL DEVELOPMENT:

1. Maintains current professional license; maintains WA State continuing education requirements for licensure.
2. Increases knowledge of management, obstetrical and gynecological care, and women's health issues.
3. Has documentation of a yearly ultrasound skill assessment done by the doctor who reads the scans.
4. Attends staff meetings.