



Nurse Manager/Sonographer Position Description

Objectives of the position: The Nurse Manager/Sonographer oversees the provision of patient care and medical services operations and performs patient care, under the license and direction of the medical director.

Reports to: Medical director

Supervises: All nursing personnel

Status: Exempt, full-time

Minimum 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 sanctity of all human life.
3. Exhibit strong commitment and dedication to sexual purity.
4. Agree with and uphold the Statement of Faith, Statement of Principle, and Vision and Mission Statements.
5. Must possess a current nursing license and function in accordance with the licensing board of their state.
6. Have two years of experience as a nurse in a clinical setting.
7. Have two years of experience in a pregnancy center (preferred).
8. Have two years of limited sonography experience (preferred) or willingness to complete the necessary training program.
9. Exhibit strong interpersonal and administrative skills.
10. Demonstrate satisfactory knowledge of human reproduction, pregnancy, abortion, and related health issues.

Essential functions:

Perform the following duties in accordance with existing medical policies and procedures under the authority and direction of the medical director.

1. Patient Care

- Provide clinical services in accordance with level of expertise and training.

- Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services.
- Document patient care in charts and properly maintain and archive patient medical records.
- Provide patients with health education (pregnancy decision options, STDs/STIs, etc.), referrals for medical care/follow-up, and other pertinent community referrals.
- Review patient records for completeness (all necessary forms present) and signatures.
- Conduct phone follow-up with patients, and follow-up appointments in accordance with physician's orders as indicated.
- Discuss clinical questions, as needed, with the medical director.
- Meet with the medical director regularly (at least monthly) for ongoing clinical supervision and guidance.
- Provide support to the other medical staff, including chaperoning.

2. Medical Services Operations

- Assure accurate implementation of medical director's orders.
- Audit patient records quarterly.
- Maintain staff medical records.
- Provide in-service education to staff, as needed.
- Implement clinic policies and procedures (P&P), including compliance with OSHA, CLIA, privacy practices (HIPAA), and infection control.
- Conduct annual review of P&P and infection control regulations in conjunction with the medical director and executive director.
- Orient new medical staff and volunteers to clinic duties and responsibilities, and provide ongoing supervision to any nurses, medical personnel, or volunteers.
- Conduct annual evaluations of nurses, nurse assistants, medical assistants, etc.
- Coordinate medical staff and volunteer schedules.
- Ensure that medical equipment is properly operated and maintained.
- Conduct regular medical supply inventory and ensure that the clinic is properly stocked.
- Ensure proper disinfection of medical equipment and the exam room.
- In conjunction with the medical director, ensure the OSHA orientation of all new personnel, provide annual refreshers, and monitor facility compliance.

3. Emergencies

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

4. Continuing Education

- Maintain active nursing license in good standing.
- Comply with state and professional continuing education requirements.
- Maintain CPR certification.
- Obtain and maintain additional certifications as requested (e.g., limited obstetrical ultrasound examinations, STD/STI certification).

The Clinic Manager receives an annual evaluation by the medical director regarding medical matters and an evaluation by the executive leader regarding center operational matters.