



## Job Description: Nurse Manager

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**Job Title: Nurse Manager – Part Time (30 – 35 hours per week)**

**Reports To: Pregnancy Center Director**

**Supervises:** Medical Staff and Medical Volunteers

**Description:** The Nurse Manager, under the license and direction of the Medical Director, oversees the medical and clinical personnel of the Pregnancy Center. The Nurse Manager is responsible for supervising, assessing and monitoring the medical services provided by BsideU for Life.

**Qualifications:**

1. Expresses full agreement with BsideU's statement of Faith and Mission Statement.
2. Complies with the policies and procedures of BsideU.
3. Self-motivated, dependable, organized and responsible.
4. Exhibits a strong commitment and dedication to the sanctity of all human life.
5. Exhibits strong interpersonal and administrative skills.
6. Holds a current Registered Nurse's License in good standing with the KY Board of Nursing
7. Is certified to provide limited obstetrical ultrasounds (or is committed to obtain).
8. Holds a current CPR certification.
9. Respects confidentiality.

**Center Operations:**

The Nurse Manager will collaborate with the Pregnancy Center Director, Executive Director and Medical Director in the following:

- Assist in developing policies and procedures, and reviewing annually
- Review and evaluation of all educational materials, client brochures and videos. All materials are submitted to the Medical Director for approval.
- Establish and maintain infection control protocol and safety precautions.
- Ensure that medical equipment is properly operated and maintained.
- Assist in developing and maintaining a strategy for optimal staffing and organizational structure to ensure efficiency, quality assurance, and patient care.
- Provide support to staff in all other areas as needed.

**Client Care**

General Nursing: Maintain working knowledge of nursing methods principles and practices in relation to the prevention and treatment of disease, emergency procedures, safety and infection control, clinical systems supplies and equipment.

- Provide nursing assessment and judgements that reflect safe nursing practices.
- Maintain accurate records. Instruct volunteer nurses as needed for improvement of charting practices.



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- Establish protocol for clients at risk for miscarriage or ectopic pregnancy and follow up procedure.
- Follow up with abortion-risk clients and document appropriately.
- Follow-up with clients as advised to by Medical Director or center protocol.
- Assist in STI testing and treatment practice.
- Meet with clients as needed to discuss any medical questions/concerns. Refer them for appropriate medical care with their doctor or the Emergency Room.

### **Ultrasound Clients**

- Provide ultrasounds for abortion-minded or abortion-vulnerable clients.
- Ensure that ultrasound reports are reviewed and signed by Medical Director.
- Review all ultrasound client records for completion and accuracy. Review ultrasound worksheets, physician notations and follow as needed.

### **Staff Development**

- Comply with state and professional licensing requirements.
- Assist with training of new volunteers; participate in conferences that offer professional training and information pertinent to center's medical services.
- Attend conferences and/or training opportunities as directed by ministry leadership (may include but not be limited to Care Net, Heartbeat International, or ICU Mobile conferences).

**The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.**

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Signature

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Date