

Amnion Crisis Pregnancy Center Nurse Manager Job Description

Objectives: The Nurse Manager oversees the provision of patient care and medical services operations and also performs patient care. Limited obstetrical ultrasound training will be provided.

Staff Hours: 16 hours per week

Reports To: Medical Director and Executive Director

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the sanctity of all human life.
3. Exhibit a strong commitment and dedication to sexual purity.
4. Agree with and be willing to uphold the Statement of Faith, Statement of Principles and Policies, and Procedures of Amnion CPC.
5. Must have a current R.N. nursing license.
6. Ideally, have two years of experience in a pregnancy center.
7. Exhibit strong administrative and interpersonal skills.

Responsibilities:

1. Medical Services Operations
 - a. Train and supervise all nurse volunteers in their roles.
 - b. Train and oversee appropriate client case note writing policy.
 - c. Review all patient records at the end of the day.
 - d. Ensure that medical equipment is properly operated and maintained.
 - e. Oversee all volunteer nurses in their ultrasound and/or pregnancy verification education process.
 - f. Maintain volunteer nurse personal records.
 - g. Train volunteer counselors in correct procedures of pregnancy test process.
 - h. In conjunction with the Medical Director, provide volunteer nurse team an annual CPR review, infection and control regulations, and continuing education.
 - i. Maintain necessary medical liability insurance policy.
 - j. Review patient care records to check for the following Amnion CPC forms: Client Intake Form; Consent for Performance of Medical Services, and Release of Liability Form.
 - k. Record information on Patient Medical History form.
 - l. Mail to M.D. a copy of the Sonographer Report and Nurse's Notes. Include ultrasound pictures in M.D. to view.
 - m. Maintain all original reports in client's medical record.

2. Patient Care

- a. Meet with the patient and review Medical Services Patient Instructions and the ultrasound procedure.
- b. Provide pregnancy testing and verifications for patients.
- c. Meet with the patient after the exam to provide prenatal vitamins (when available) and to discuss morning sickness form if the lay-counselor has not done so already.
- d. Arrange patient follow-up appointment with their Amnion CPC lay-counselor.

3. Medical Services Operations

- a. Train all and supervise nurse volunteers in their roles.
- b. Train and oversee the nurse volunteers in policies and procedures concerning client case note writing.
- c. Review all patient records by the end of each week.
- d. Ensure that medical equipment is properly operated and maintained.
- e. Oversee all volunteer nurses in their ultrasound and/or pregnancy verification education process.
- f. Maintain volunteer nurse personal records.
- g. Train volunteer lay-counselors in correct procedures for doing a pregnancy test.
- h. Train volunteer lay-counselors and assigned office helpers in OSHA policies for clean up of a pregnancy test
- i. In conjunction with the Medical Director, provide volunteer nurse team an annual CPR review, infection and control regulations, and continuing education.
- j. Maintain necessary medical liability insurance policy.

4. Emergencies

- a. Refer callers to the local hospital emergency room, their own physician or advise to call 911.
- b. Follow the medical emergency on-site policies on the Patient Medical Emergency Information form.

Continuing Education:

1. Comply with State of Minnesota and professional continuing education requirements for registered nurse status.
2. Renew CPR certification annually.
3. Review Amnion CPC medical policies and procedures and infection control annually.

The Nurse Manager receives an annual evaluation by the Medical Director regarding medical matters and an evaluation by the Executive Director regarding Center operational matters.