

# JOB DESCRIPTION

## *Staff Nurse*

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**Objective:** As an ambassador of Jesus Christ, the Staff Nurse assists with the provision of patient care and medical service operations under the license and direction of the Medical Director.

**Reports to:** Executive Director, Medical Director

**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 Principle, Statement of Faith and policies of the organization.
4. Be licensed as a registered nurse in the state.
5. Have one year of experience as a volunteer in some ministry capacity.
6. Exhibit skill in interpersonal communication, public speaking, and problem solving.
7. Be able to provide spiritual leadership to patients when needed.
8. Be able to carry out responsibilities with little or no supervision.

**Essential Functions:**

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

I. Patient Care

1. Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services.
2. Meet with the patient and review Patient Instructions for Medical Services and the medical procedure.
3. Provide clinical services in accordance with level of expertise and training
4. Provide patient with health education (pregnancy decision options, STIs, etc.), referrals for medical care/follow-up, and other pertinent community referrals.
5. Discuss clinical questions, as needed, with the MD.

II. Medical Services Operations

1. Assure accurate implementation of MD's orders
2. Audit patient records monthly
3. Provide in-service education to staff, as needed

4. Implement clinic policies and procedures (P&P), including compliance with OSHA, CLIA, privacy practices, and infection control
  5. Orient new medical staff to clinic duties and responsibilities
  6. Ensure that medical equipment is properly operated and maintained
  7. Conduct regular medical supply inventory and ensure that the clinic is properly stocked
  8. Ensure proper disinfection of medical equipment and the exam room
- III. Emergencies
1. Follow guidelines for responding to emergencies and unusual ultrasound findings as specified in the P&P manual
  2. Patient Calls - Refer caller to a local hospital or emergency room, their own physician, and/or advise to call 911
  3. If current patient, consult with the Medical Director or the physician on site
  4. Medical emergency on site - Follow the procedures for Medical Emergencies
- IV. Continuing Education
1. Maintain active nursing license
  2. Comply with state and professional continuing education requirements
  3. Maintain CPR certification
  4. Obtain and maintain additional certifications as requested (e.g. limited obstetrical ultrasound examinations, childbirth instructor, HIV counseling, STD certification, certified lactation consultant, newborn care)
- V. Administrative Responsibilities
1. Review patient record for completeness (all necessary forms present) and signatures
  2. Document patient care in chart and properly maintain and archive patient medical records
  3. Conduct phone follow-up with patients, as indicated
  4. Submit patient stories to CD/ED when requested
  5. Participate and assist in fundraising efforts for the organization i.e. Annual Banquet, Baby Bottle Campaign, etc.

The Staff Nurse receives an annual evaluation by the Medical Director regarding medical matters (if he/she works closely with MD) and an evaluation by the Center Director regarding center operational matters.

