PERSONNEL JOB DESCRIPTION/ NURSE MANAGER

Position Title: NURSE MANAGER

Qualifications:

1. Expresses full agreement with corporation’s Statement of Principle, Mission Statement, Articles of Incorporation, and By-laws.
2. Complies with the procedures and practices of the clinic.
3. Is dependable, stable and capable of following through on commitments.
4. Has a sincere desire to reach out to abortion-vulnerable and abortion-minded women.
5. Maintains a consistent life-affirming philosophy and 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.)
6. Respects confidentiality.
7. Holds a current Registered Nurse's License in good standing with the State board of Nursing.

Responsibilities:
The Nurse Manager provides support and care to the clients and maintains professional standards of care, following the ANA Code of Ethics. Under the general supervision of the Medical Director and HPC Director, the Nurse Manager is responsible for immediate supervision of a wide variety of clinic functions, planning and performing direct and indirect nursing interventions, and is responsible for supervising, organizing, planning, assessing and monitoring the medical services provided by the Hope Pregnancy Center Medical Clinic. The Nurse Manager also works in conjunction with physicians, nurses, and lay counselors to assure that clients receiving the best medical, nursing, and psychosocial care possible.

Reports to: HPC Director for operations and Medical Director for medical services.

Supervises: Immediate supervision of clinic functions and monitors medical services.
PERSONNEL JOB DESCRIPTION/ NURSE MANAGER (continued)

Time commitment: As per Hiring Agreement

Duties:

Management:
1. Develops, maintains, reviews and updates clinic procedures and practices.
2. Maintains a working knowledge of nursing methods, principles and practices
   in relation to the prevention and treatment of disease, safety and infection
   control, clinical systems, supplies and equipment.
3. Assures compliance with infection control guidelines.

Nursing Care:
1. Organizes, directs, supervises, and evaluates professional and ancillary
   personnel.
2. Oversees nursing services in clinic.
3. Provides nursing care: assesses patient needs and makes nursing judgments
   which reflect safe nursing practices.
4. Maintains accurate records, care-plans and follow-through on physician’s
   orders.
5. Assures accurate implementation of physician’s orders and advises physicians
   of patient’s progress and changes in condition.
6. Assists physician with exams and treatments as needed.
7. Provides education for patient and family to develop an understanding of
   their health condition.
8. Oversees patient follow-up per patient care-plan and standardized procedures.

Staff Development:
1. Recruits qualified medical team volunteers to meet the needs of the clinic.
2. Oversees training and orientation of the clinic medical team volunteers.
3. Participates in establishing and conducting in-service meetings.
4. Conducts medical team conferences and discussions in evaluating the clinic
   services, procedures, practices, and protocols.
PERSONNEL JOB DESCRIPTION/ NURSE MANAGER (continued)

*Public Relations:*
1. Represents the clinic in the community as delegated by the HPC Director.
2. Attends medical conferences which offer professional training and information pertinent to the clinic’s practices.

*Personal Development:*
1. Maintains professional license.
2. Increases knowledge of management, obstetrical, and gynecological care and women’s health issues.
3. Carries professional liability insurance as necessary.