

**JOB DESCRIPTION**  
**NURSE MANAGER OF LIFE'S CHOICES**

**OBJECTIVES OF THE POSITION:** The Nurse Manager (NM) oversees and provides direct patient care and medical services under the license and direction of the Medical Director (MD).

**REPORTS TO:** Medical Director for medical services and the Executive Director for operations.

**QUALIFICATIONS:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibits a desire for evangelism and a dedication and willingness to serve.
3. Exhibits a strong commitment and dedication to the sanctity of human life and sexual purity.
4. Agree with and uphold the Statement of Faith, Statement of Principle, the Vision and Mission Statements.
5. Must be a Registered Nurse and possess a current nursing license and function in accordance with the licensing board of the state of Pennsylvania.
6. Possess a general knowledge of the crisis pregnancy center ministry, preferably with experience in OB/GYN nursing.
7. Demonstrates personal and professional initiative exhibiting strong interpersonal and administrative skills.
8. Demonstrates satisfactory knowledge of pregnancy, abortion, and related health issues.
9. Skilled in interpersonal communication, problem solving, and office organization.
10. Self-motivated and able to carry out responsibilities with dependability and little supervision.

**RESPONSIBILITIES:** Perform the following duties in accordance with medical policies and procedures under the authority and direction of the MD.

**PRIMARY FUNCTION**

1. Complete all medically related tasks and/or basic center needs as assigned by the Executive Director.

**PATIENT CARE**

1. Perform urine pregnancy tests.
2. Provide sexually transmitted infections and diseases education, testing and treatment.
3. Provide referrals for medical care and community resources.
4. Document patient care in chart and properly maintain and archive patient medical records.
5. Review any clinical findings indicating concern for the viability of the pregnancy or the health of the mother with the Medical Director.

6. Provide patient follow-up, including pregnancy counseling, education and referrals.
7. Handle medical emergency phone calls and onsite medical emergencies.

### **MEDICAL SERVICES OPERATIONS**

1. Assure accurate implementation of MD's orders.
2. Implement clinic policies and procedures (P&P), including compliance with OSHA, CLIA, privacy practices, and infection control.
3. Conduct annual review of P&P and infection control regulations in conjunction with the MD.
4. Maintain personnel records for volunteer medical professionals and perform annual performance evaluations.
5. Ensure that medical equipment is properly operated and maintained.
6. Keep clinic stocked with supplies.
7. Oversee proper disinfection of medical equipment and the exam room.
8. Function as OSHA Coordinator as delegated by the OSHA Officer (MD), ensuring the OSHA orientation of all new personnel, and facility compliance.
9. Act as the Privacy Officer, conducting regular risk assessment to ensure privacy and security of all PHI collected and maintained by Life's Choices
10. Conduct staff training and information sessions as needed.

### **CONTINUING EDUCATION**

1. Comply with state and professional licensing and continuing education requirements.
2. Maintain CPR certification.
3. Maintain active nursing license.
4. Obtain and maintain additional certifications as requested (e.g. childbirth instructor, HIV counseling, STD certification).

### **PUBLIC RELATIONS**

1. Assist staff in building relationships within medical community.
2. Participate in community health fairs as requested.

**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.**

**THIS IS AN HOURLY PAID POSITION**