

Clinic Manager Position Description

Objectives of the position: The Clinic Manager oversees the provision of patient care and medical services operations and performs patient care when needed, under the license and direction of the Medical Director and the direction of the Executive Director. The goal of this position is to make sure our staff is following best practices and beyond and is in compliance with all state regulations and affiliation requirements, providing our patients with the best care possible.

Reports to: Executive Director and Medical Director

Supervises: All medical personnel

Status: Part-time

Minimum Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and be a regular church attendee.
2. Exhibit strong commitment and dedication to the sanctity of all human life.
3. Exhibit strong commitment and dedication to sexual purity.
4. Agree with and uphold the Statement of Faith, and Vision and Mission Statements.
5. Must possess a current nursing license and function in accordance with the licensing board of their state.
6. Have two years experience as a nurse in a clinical setting.
7. Experience working in a pregnancy center is a plus, but not required.
8. Exhibit strong interpersonal and administrative skills.
9. Demonstrate satisfactory knowledge (or willingness to learn) of human reproduction, pregnancy, abortion, and related health issues.
10. Must be open to on-going training & education in order to best train and oversee staff.

Essential functions:

Perform the following duties in accordance with existing medical policies and procedures under the authority and direction of the Medical Director. The following list of duties is general and not exhaustive.

1. Patient Care – Provide oversight on the following, and direct care as needed:

- Provide clinical services in accordance with level of expertise and training.
- Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services.
- Document patient care in charts and properly maintain and archive patient medical records.
- Provide patients with health education (pregnancy decision options, STDs/STIs, etc.), referrals for medical care/follow-up, and other pertinent community referrals.
- Review patient records for completeness (all necessary forms present) and signatures.
- Conduct phone follow-up with patients, as indicated.
- Discuss clinical questions, as needed, with the Medical Director and Executive Director.
- Meet with the Medical Director as needed.
- Be the second person during exam, if a volunteer nurse isn't available.

2. Medical Services Operations

- Assure accurate implementation of Medical Director's orders.
- Audit patient records quarterly.
- Maintain staff medical records.
- Provide in-service education to staff, as needed.
 - Work with ED to create trainings, keep staff trained and competent
 - Role play with medical staff to ensure staff is well-trained and comfortable with conversations
- Implement clinic policies and procedures (P&P), including compliance with OSHA, CLIA, privacy practices, and infection control.
 - Monitor and stay educated on what's going on in the PRC & abortion worlds. Work with ED to be aware of any issues that could arise, and/or may require a policy creation or revision.
- Work with ED and MD to create new medical programs as needed
- Conduct annual review of P&P and infection control regulations in conjunction with the Medical Director.
- Train new medical staff on clinic duties and responsibilities, and provide ongoing supervision to all medical staff.
- Conduct annual evaluations of medical staff.
- Coordinate medical staff schedules.
- Ensure that medical equipment is properly operated and maintained.
- Conduct regular medical supply inventory and ensure that the clinic is properly stocked.
- Ensure proper disinfection of medical equipment and the exam room.
- Provide the OSHA orientation, blood-borne pathogen education, etc, of all new personnel, provide annual refreshers, and monitor facility compliance.

3. Emergencies

- Follow guidelines for responding to emergencies and unusual ultrasound findings as specified in the P&P manual.

4. Continuing Education

- Maintain active nursing license.
- Comply with state and professional continuing education requirements.
- Maintain CPR certification.
- Obtain and maintain additional certifications as requested (e.g., limited obstetrical ultrasound examinations, childbirth instructor, HIV counseling, STD/STI certification).

The Clinic Manager receives an annual evaluation by the Executive Director with input as able by the Medical Director.

Last Modified: [date]

Prepared By: [name], [title]

Approved By: [name], [title]

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Abiding Care. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Abiding Care.
2. It does not constitute an employment contract with Abiding Care.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Abiding Care.

I understand and agree that my employment with [Center] is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File
Descriptions File

Copy: To Employee

Copy: Position