

# Staff Nurse Position Description

**Objectives of the position:** To provide excellent, compassionate medical services, education, and referrals to our patients.

**Reports to:** Clinic Manager (or Executive Director if no CM)

## **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 Faith, and Vision and Mission Statements.
4. Must possess a current nursing license within the state where the center is located and function in accordance with the state licensing board.
5. Exhibit strong interpersonal and administration skills.
6. Have at least one year's experience as a practicing nurse, ideally in a women's health-related setting.
7. Be a good communicator.
8. Be able to provide top-notch medical care with compassion, serving a wide range of people, often in crisis.
9. Have at least a working knowledge of pregnancy, abortion, and related health issues and be willing to grow in these areas.
10. Not be shy about talking about sexual matters.
11. Be willing to undergo trainings of various kinds and learn to work with needed technology.
12. Be willing to be part of a team and work to keep Center unity.

The ideal candidate for this position will have a strong work ethic and commitment to the center and its mission. They will possess the desire and ability to grow the program and themselves to provide the very best and necessary services for our patients. Lastly, they will possess the humility needed to get 'in the muck' with our patients while treating them with dignity and the compassion of Christ.

**Essential functions:** Perform the following duties in accordance with existing medical policies and procedures under the supervision of the Clinic Manager. Provide clinical services in accordance with level of expertise and training.

## **1. Patient Care**

- Provide exceptional, compassionate care, working in conjunction with other medical staff or volunteers.

- Current services are: urine pregnancy tests, limited ob. Ultrasounds, urine STD testing and STD treatment – complete training provided for each.
- Provide pregnancy options counseling/education and referrals to our Family Support Services – complete training for this as well.
- Maintain patient records and follow-up.
- Provide support to the other medical staff, including chaperoning exams.

## **2. Medical Services Operations**

- Review patient records for completeness (all necessary forms present) and signatures.
- If there is a medical emergency on-site, follow the procedures for medical emergencies.
- Implement medical director's written standing orders and other clinic policies and procedures, including compliance with OSHA, CLIA, privacy practices, and infection control.
- Maintain a regular cleaning schedule for the exam room.
- Disinfect medical equipment according to existing policies and procedures.
- Additional duties may be required if there is not a Clinic Manager on staff.

## **3. Continuing Education:**

- Maintain active nursing license.
- Maintain CPR certification.
- Obtain and maintain additional certifications as requested (e.g. limited obstetrical ultrasound examinations, STD certification).

The staff nurse receives an annual evaluation by the Clinic Manager (or Executive Director if no CM).