

## **Miami Valley Women's Center Job Description** **Nurse Manager**

**Objective of the Position:** Maintain professional standards of care in conformity with the Miami Valley Women's Center Medical Policies and Procedures Manual in order to ensure that clients receive the best medical care possible at all 4 MVWC locations.

**Reports to:** Medical Director (MD), Executive Director (ED), and Medical Advisory Board

**Supervises:** Staff and volunteers within area of responsibility

**Status:** 25 hours per week/Commuting is required among 4 Centers  
Monday - Friday  
Sonographer at North Dayton Office (Monday/Wednesday/Friday) & Huber office on Thursdays

### **Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, General MVWC Policies, and sign the Policy of Conduct
3. Exhibit strong commitment and dedication to the pro-life position and demonstrate belief in the sanctity of life through commitment to provide information and services that will equip women and their families in making a life decision
4. Express a sincere desire to reach out to abortion-vulnerable and abortion-minded women with love and compassion
5. Be able to respect and keep information confidential
6. Complete the volunteer training and position orientation
7. Exhibit skill in interpersonal communication, public speaking, and problem solving
8. Be able to provide leadership and support to prospective medical volunteers
9. Be able to carry out responsibilities with little or no supervision
10. Hold a current Ohio license as a registered nurse
11. Preference given to a trained sonographer to perform limited ultrasound scans, or a sonographer, certified in OB scanning, and approved by the Medical Director
12. Hold current CPR certification
13. Be able to commute to 4 centers, if and when needed

### **Major Responsibilities:**

1. Assist in recruiting new nurses and sonographers (speaking opportunities, community events and referrals)
2. Oversee orientation of medical volunteers and staff at all 4 sites
3. Oversee the auditors
4. Assess charting and clinical competence from the auditor
5. Assist Center Directors in providing In-Service education and Team Building Meetings for medical volunteers and staff including annual review of OSHA and HIPPA regulations
6. Perform annual evaluations of medical volunteers and auditor
7. Work with Center Directors to schedule and publish nurse and sonographer schedules for all 3 sites
8. Work with the ED to ensure annual training for sonographers
9. Monitors auditor ensuring all medical records for pregnancy tests and ultrasounds are complete and accurate. Correct auditor as necessary.
10. Ensure CLIA is up-to-date
11. Work with the Business Administrator to order medical and/or office supplies for all 3 Centers
12. Maintain clinics according to MVWC Medical Policy and Procedure
13. Clean and stock clinics
14. Attend monthly Staff meetings
15. Bring standing orders from Centers to Kettering for Medical Director to sign
16. Working with Center Directors, coordinate medical Staff/volunteer schedules. (Every quarter and submits to ED & DO for review.)

**Ensure appropriate care and continuous quality improvement according to the mission and policies of the MVWC:**

1. Ensure adherence to the Care Net and Heartbeat International *Commitments of Care and Competence*
2. Perform ongoing evaluations of the medical component of all centers' clinics to ensure client care, harmonious staff relations, and efficiency of service
3. Assist with handling of medical issues by non-medical volunteers
4. Educate in medical areas, provide medical expertise and training
5. Observe client care at all 4 sites and ensure medical care is carried out as directed, and care is administered in accordance with Medical Director's instructions
6. Ensure Infectious Disease Control Forms are completed annually by all staff/volunteers
7. Following guidelines for responding to emergencies and unusual ultrasound findings as specified in the medical policies

**Assist Medical Director:**

1. Keep MD informed of special orders/situations concerning clients
2. Assist with annual review, development, revisions and implementation of medical policies and procedures, workplace safety, and medical job descriptions
3. Educate staff/volunteers of new or revised policies and procedures
4. Ensure accurate implementation of MDs orders

**Sonography:**

1. In conjunction with the auditor, assure completion of necessary client forms and pregnancy verification
2. Assure clients feel welcome for ultrasound appointments
3. Reinforces the humanity of the unborn child with the client
4. Performs medical history of clients who will receive an ultrasound by Nurse Manager
5. Performs ultrasound
6. Provides client education according to the MVWC policies and procedures
7. Assures that infection control guidelines are followed
8. Ensures physician/s read ultrasound according to MVWC policy and procedure

**Pregnancy Testing:**

1. Performs pregnancy tests when a volunteer or staff is not available
2. Makes new charts, if needed
3. Maintains necessary paperwork for medical clients

**Safety Monitor:**

1. Perform monthly safety inspections and ongoing fire drills
2. In conjunction with Center Director and Director of Operations, oversee monthly inspections at Xenia and Huber, fire drills, and disaster management
3. Inspect and report safety issues to the Director of Operations or volunteer maintenance

**Maintain or direct maintenance of medical equipment:**

Work with the ED and DO to maintain or acquire maintenance of medical equipment (i.e. ultrasound machines)

**Lead quarterly (March, June, Sept. & Dec.) Medical Advisory Board meetings:**

1. Plan agenda with Medical Director and Executive Director
2. Submit minutes to the ED, MD, and Medical Board
3. Schedule meeting location and room for each meeting
4. Keep Medical Board informed about new procedures and ongoing medical care

**Reports and Planning:**

1. Submit monthly reports to the ED for the Governing Board of Directors:
  - a. Client testimony w/ultrasound image
  - b. Update on Strategic Plan
2. Plan annual Strategic Objectives with ED and present to the Board of Directors in August

**The Nurse Manager shall receive at least one annual written and oral evaluation by the Executive Director.**